Numbered Circulars
Secondary

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1,200-Aug., 1954

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-30

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM

—RE—

ADMISSION TO UNIVERSITY OF OTTAWA TEACHERS' COLLEGE SEPTEMBER, 1955.

The Minister of Education announces that the requirements for admission to the University of Ottawa Teachers' College in September, 1955, will be as follows:

ADMISSION REQUIREMENTS

1. *Course leading to the Interim Second Class Certificate*

For admission in September, 1955, to the One-year Course leading to the Interim Second Class Certificate an applicant will be required to submit evidence that he holds the Secondary School Graduation Diploma of the General Course with at least three options, one of which shall be French Literature and French Composition.

2. *Course leading to the Deferred Interim First Class Certificate*

For admission to the One-year Course leading to the Deferred Interim First Class Certificate an applicant will be required to submit evidence that he holds standing in five Grade XIII papers, one of which shall be either English Literature or English Composition, and a second shall be either French Literature or French Composition.

3. *Course leading to the Interim First Class Certificate*

For admission to the One-year Course leading to the Interim First Class Certificate an applicant will be required to submit evidence that he holds standing in eight Grade XIII papers, one of which shall be either English Literature or English Composition, and a second shall be either French Literature or French Composition.

An applicant may submit, in lieu of the Grade XIII standing outlined for this course, evidence of successful completion of the First Year at the University of Ottawa provided that the course includes English 1, 1a, 1b, and Français 1.

GENERAL INFORMATION

1. *Raising Deferred Interim First Class to Interim First Class Certificates*

The holder of a Deferred Interim First Class Certificate will be granted an Interim First Class Certificate upon submitting evidence that he has fulfilled the current requirements for admission to the course leading to that certificate.

2. Each applicant for admission to the University of Ottawa Teachers' College shall be interviewed by a representative of the Teachers' College Committee of Selection. Individual interviews will be arranged through the offices of the principals of the secondary schools during the last three or four months of the school year. Applicants not attending secondary school should write directly to the Principal of the University of Ottawa Teachers' College, 115 Wilbrod St., Ottawa, as early as possible in the calendar year regarding arrangements for an interview.

3. Before being finally admitted to the Teachers' College, each applicant is required to pass a physical examination conducted by a medical examiner appointed by the Minister of Education. The medical examination, for which a fee of $2.50 will be paid by the applicant, will be given at the Teachers' College on the opening days of the session.

4. *Application forms for admission to the University of Ottawa Teachers' College may be obtained from the Deputy Minister, Department of Education, Parliament Buildings, Toronto, after May 1, 1955.*

C. F. Cannon

TORONTO, August 3, 1954.

Deputy Minister of Education.

1954-55:1
4,000

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

1. *Appointments*

Mr. J. F. Swayze, B.A., B.Paed., formerly vice-principal of Ottawa Technical School, has been appointed a Secondary School Inspector. Mr. Swayze will reside in Toronto but will serve as Inspector for the united counties of Northumberland and Durham.

2. *Letters of Permission*

Principals are again reminded of the necessity for checking the qualifications of all teachers on their staffs, particularly those who are teaching special subjects. If teachers are not properly qualified, the secretary of the Board should apply at once for a Letter of Permission, if this has not already been done.

3. *School Radio Broadcasts*

School radio broadcasts for 1954-55 have been carefully prepared to offer a valuable supplement to classroom work. It is hoped that principals will call these to the attention of teachers and will do their best to make them available to as many pupils as possible this year.

4. *Family Allowances*

The Department of National Health and Welfare appreciates the co-operation of secondary school principals in helping to ensure regular school attendance and thus to maintain the eligibility of pupils for Family Allowances. You are requested to continue your co-operation in this regard by reporting the unlawful absence from school of any pupil who is otherwise eligible for Family Allowance. Report forms for reporting on unlawful absence may be obtained from Mr. F. C. Jackson, Regional Director of Family Allowances, 122 Front Street West, Toronto 1.

5. *Admission to Schools of Nursing*

For admission to Schools of Nursing, applicants are required to have Grade XII standing in Science (Physics and Chemistry).

You are reminded that Agricultural Science, Parts I and II, are considered to be equivalent to Physics and Chemistry.

6. *Royal Empire Society Essay*

This year The Royal Empire Society, London, England, will again conduct an essay competition in the schools in order to promote further understanding by our pupils of matters related to the British Commonwealth.

Pupils 16 to 19 years of age on December 31, 1954, will write on "The varying relationships of the crown with the independent member-countries of the British Commonwealth" or "Do you agree that the British Commonwealth and Empire is getting stronger rather than weaker?" Pupils 14 to 16 will write on "The effect of the 1939-1945 war on your particular part of the British Commonwealth and Empire" or "How and where I should like to serve a British Commonwealth country (other than my own)". Pupils who are interested may obtain more detailed information by writing to the Secretary-General, The Royal Empire Society, Northumberland Avenue, London, W.C.2, England.

7. *Thanksgiving Day*

Monday, October 11, 1954, has been officially appointed as Thanksgiving Day in Canada.

R. A. Beattie
Superintendent of Secondary Education.

TORONTO, September 1st, 1954.

1954-55:2
4,000

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM FOR PRINCIPALS OF SECONDARY SCHOOLS

Re Prescriptions for Grade XII Latin and Greek

Principals are asked to pass this memorandum to their Classics Department Heads.

LATIN

Either the formerly authorized *Latin Reader for High Schools* (Ryerson) or the recently published *Selected Latin Readings* (Dent) may be used for the school year 1954-55. The prescriptions are as follows:

From *Latin Reader for High Schools*

Prose: Nepos --- Life of Hannibal (adapted).
Livy --- Cycle III, omitting lines 250-339.

Poetry: Ovid and Virgil -- Cycle III, omitting sections I and IV.

Sight: The reading at sight of a minimum of 100 lines of average length and difficulty from Caesar's Gallic War.

OR

From *Selected Latin Readings*

Prose: Section One
Part I -- Life of Hannibal (Nepos).
Part III -- Hannibal's Star Sets (Livy).
Section Two
Part I -- Life of Caesar (Suetonius).
Part III -- The Battle of Pharsalus (Caesar).

Poetry: Section Three
Part I -- Selections from Vergil.
A knowledge of the connecting English is to be considered a part of the course.

1. The Theme of the Aeneid.
2. Juno Visits Aeolus.
3. The Storm.
5. Laocoön Warns the Trojans.
6. The Greeks Return.
7. Hector's Spirit Warns Aeneas.
8. The Flight.
9. Italy is Sighted.
14. The Cave of the Sibyl.
17. Rome's Mission in the World.

Part III -- Ovid, Juvenal, Catullus, Martial -- any 75 lines.

These prescriptions supersede the prescription in Courses of Study, Curriculum S.11.

GREEK

Prose: Pupils should read approximately 600 lines of prose.
Any of the following books might be used: Phillpotts and Jerram, *Easy Selections from Xenophon*; Phillpotts, *Selections from Xenophon*; Colson, *First Greek Reader*; Farnell, *Tales from Herodotus*; Edwards, *Salamis.*

Poetry: Approximately 500 lines from any book of the *Iliad* should be read.

R. A. Beattie

TORONTO, September 1, 1954.

Superintendent of Secondary Education.

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1954-55:4
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ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re Certificates Accepted as the Equivalent of Certain Secondary School Music Options.

Please note that standing in music obtained by examinations taken at a College or Conservatory of Music is not recorded on the Grade XIII certificates which report the results of the annual Departmental Examinations. When making application to enter a university the original music certificates should be submitted along with the regular departmental certificates.

The certificates listed under "Grade XIII Music" on the back of this sheet are accepted in lieu of the prescribed course in Music (one paper), and may be indicated on the Secondary School Honour Graduation Diploma.

The certificates listed under "Grade XII Music" on the back of this sheet are accepted in lieu of (but not in addition to) either the Art or the Music course. When presented for inspection according to the "Instructions to Principal" on the Diploma application form, this standing may be used as an option to complete the requirements for the Secondary School Graduation Diploma. Since "Grade XII Music" includes the work of both Grade XI and Grade XII, it has the same value for this diploma as Mathematics (Algebra and Geometry), Science (Physics and Chemistry), Geography, Home Economics, Industrial Arts, Commercial Work, Agriculture, or one of the languages.

Certificates equivalent to the Grade XIII Music course may be accepted in lieu of one paper for the Secondary School Honour Graduation Diploma, even though they have already served to cover one option for the Secondary School Graduation Diploma.

C A Brown
Registrar

Toronto, September 1, 1954.

(over)

TABLE OF CERTIFICATES ACCEPTED IN LIEU OF PRESCRIBED COURSES IN MUSIC

	GRADE X	GRADE XII	GRADE XIII
Department of Education	Grade X Course of Study in Music	Grades XI and XII Courses of Study in Music	Grade XIII Course of Study in Music
Royal Conservatory of Music of Toronto	Grade V Practical or a higher certificate	(i) Grade VII Practical and Grade II Theory OR (ii) Grade III Theory	(i) Grade VIII Practical and Grade II Theory OR (ii) Grade IV Theory
Western Ontario Conservatory, London	Grade Junior V Practical or a higher certificate	(i) Grade Senior VII Practical and Grade II Theory OR (ii) Grade III Theory	(i) Grade Senior VIII Practical and Grade II Theory OR (ii) Grade IV Theory
McGill Conservatorium	Elementary Practical or a higher certificate	(i) Interm. Practical and Interm. Theory OR (ii) Senior Theory and T.C.M. Grade III History	(i) Senior Practical and Interm. Theory OR (ii) Highest Grade Theory
Trinity College, London, England	Advanced Prep. Practical or a higher certificate	Interm. Practical and Interm. Theory	Senior Practical and Advanced Interm. Theory
Royal Schools, London, England	Grade IV Practical or a higher certificate	Grade V Practical AND (i) Grade IV Grammar of Music or (ii) Grade IV Theory	Grade VI Practical AND (i) Grade IV Grammar of Music or (ii) Grade V Theory

1954-55:6
4,000

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS
and
ELEMENTARY SCHOOL INSPECTORS

Re Revised Daily Registers of Attendance

Revised Daily Registers of Attendance have been distributed. The new Daily Register for Public and Separate Schools, which again has been designed for a five-year period, should be put into use in all elementary schools. The Secondary School Register of Daily Attendance covers only a one-year period.

Both registers now follow the same pattern of marking daily attendance, and have identical headings for monthly totals. They differ only in the summaries of attendance.

A number of statistical calculations in the old registers are no longer required; those retained in the new registers have been more clearly defined. *Admission* refers to a pupil whose name is entered for the first time on the roll of a school, or whose name is re-entered on the roll after having been removed from the roll by reason of transfer or retirement. *Transfer* refers to a pupil who withdraws from a public, separate, or secondary school in Ontario and is enrolled in any one of the following types of Ontario schools — public, separate, or secondary. *Retirement* refers to a pupil who withdraws from a public, separate, or secondary school in Ontario and is *not* enrolled in any one of the following types of Ontario schools — public, separate, or secondary.

Specific instructions regarding the additional number of days which the Minister may accept for grant purposes are given on Form 94, School Year and Holidays.

In order to obtain enrolment data for the same date in elementary and secondary schools, it was found necessary to revise the September reports from schools. The Autumn Statistical Report for Elementary Schools has been drawn up in two parts. Part I is to be submitted by September 10th. Part II is due on October 5th, so that enrolment figures will be those on the last school day in September.

It was necessary to make only minor changes in the Autumn Statistical Report for Secondary Schools.

Enclosed herewith are copies of Form 94, School Year and Holidays. It is suggested that one copy be given to each teacher who has responsibility for keeping a Daily Register of Attendance.

Since the Daily Registers of Attendance were shipped by the printer to secondary school principals and elementary school inspectors, you are asked to complete the enclosed form and return it to the Ontario Department of Education.

C. F. Cannon

Deputy Minister of Education.

TORONTO, September 1st, 1954.

1954-55:7
4,000

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS

Re the Teaching of Modern Languages

Principals are asked to bring this memorandum to the attention of their teachers of Modern Languages.

Teachers of Modern Languages are advised to consult the revised Courses of Study and Book Lists for Grades IX, X, XI, XII, and XIII, Modern Languages (Curriculum I. and S.15) for details of all courses and to note particularly the new prescription for Grade XIII French on page 7, and the reference to changes in the types of questions listed under the heading, Departmental Examination, on pages 7 and 8.

In 1955 there will be a dictation test in French, but *not* in German, Spanish, or Italian. Teachers of French are referred to Curriculum I. and S.15, page 8, section 9, Oral Testing, which states "the vocabulary of this test is to be drawn from the prescribed Authors text and from vocabulary of common daily occurrence."

R. A. Beattie
Superintendent of Secondary Education.

TORONTO, September 1st, 1954.

1954-55:8
4,200

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS
ELEMENTARY SCHOOL INSPECTORS

RE: THE INTERMEDIATE CERTIFICATE
(to be granted in July, 1955.)

References: CIRCULAR H.S. 1, Requirements for Certificates and Diplomas for 1954-55.

CURRICULUM I. 1, INTERMEDIATE DIVISION, Outlines of Courses for Experimental Use, printed in 1951.

1. The responsibility rests with the Principal to recommend for the Intermediate Certificate only those pupils who have completed successfully the programme of studies for Grades VII and VIII and one of the courses for Grades IX and X.

2. For pupils who are in Grade X during 1954-55, the Grade X course is
(*a*) a course outlined in Circular H.S. 1 for 1954-55, pages 3 and 4,
(*b*) a course outlined in Curriculum I. 1, 1951, pages 16, 17 and 18, or
(*c*) a Special Course as indicated in Curriculum I. 1, 1951, page 11, where the Minister's approval has been obtained in advance.

3. For the Intermediate Certificate to be issued in 1955 the subject content of the Grade X courses is
(*a*) that outlined in the various Courses of Study listed in Circular H.S. 1B, List of Publications re Courses of Study, Grades IX-XIII for 1954-55,
(*b*) that contained in courses used under the authority of Curriculum I. 1, 1951, page 3, items 1, 2 and 3, or
(*c*) a Special Course for which the Minister's approval has been obtained in advance.

4. Principals are reminded that there will be no record in the Department of Education of the educational standing of a pupil until he has completed Grade X, and then only if he has been granted an Intermediate Certificate.

Accordingly, it is important that adequate records be maintained in the schools for future reference. It is important also that a pupil who is transferring from a school be given a complete statement setting forth his standing in the course and subjects taken.

J. G. Althouse
Chief Director.

TORONTO, September 1, 1954.

NOTE TO ELEMENTARY SCHOOL INSPECTORS:

Inspectors are asked to hand copies of this circular to their teachers of Grades IX and X. If additional copies are required, please ask for them in a letter dealing with that request only.

J. G. A.

1954-55:9
4000

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

RE REVISED COURSES OF STUDY

During the spring and summer, revised courses in the subjects of Grade XIII have been distributed to the schools. In addition, revised courses in Commercial subjects (Grades IX-XII), in Industrial Arts (Grades XI-XII), and in Geography (Grades XI-XII) are being sent to the schools. Early in the new year we hope to issue a new course in Geography for Grade XIII.

All of these revised courses are the result of a co-operative effort by the teachers' organizations, the universities, the teacher-training colleges, and the Department of Education. In each subject the committee concerned has attempted to include course content of the greatest general value to Grade XIII students. Some of these students will be concluding their formal education when they obtain their Honour Graduation Diploma. Many will proceed to various types of higher education and training. It is likely that our attempt to meet the varying needs of these pupils may have resulted in the preparation of courses which may be too heavy to permit thorough treatment. In fact, we have already received some criticisms to this effect.

The real test of a course can be made only under actual teaching conditions in a large number of classrooms. Hence it is desirable that the curriculum committees receive from teachers throughout the province frank evaluations of the present courses as revised. Thus it may be possible to determine whether a further revision is necessary after a trial period of at least two or three years. The co-operation of principals and staffs is requested in making such evaluations during the current year and reporting their findings to the Department after May 1, 1955. These reports should be made jointly by the staff rather than by individual teachers. Principals will receive notification early in the new year with respect to the required procedure.

L. S. Beattie

L. S. Beattie
Superintendent of Secondary Education.

TORONTO 2, September 7th, 1954.

1954-55:10
4000

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO: PRINCIPALS OF SECONDARY SCHOOLS
ELEMENTARY SCHOOL INSPECTORS

Re Correspondence Courses offered by the Department of Education

The Department of Education provides free correspondence courses to any person living in Ontario who is unable to attend school. Enrolment in these courses is subject to the conditions outlined below.

1. Any person six years of age or over, and under the age of sixteen years, who is unable to attend school may be enrolled on the recommendation of the local Elementary School Inspector or of the Secondary School Principal (for Secondary School grades).

2. Any person sixteen years of age or over who is unable to attend school may be enrolled in any of the elementary courses provided for adults, or in any of the secondary school courses.

3. Any person normally resident in Ontario but temporarily living outside of Canada may be enrolled.

4. Any member of the Canadian Armed Services and his dependents when on duty outside of Canada may be enrolled.

NOTE: On the recommendation of the Inspector concerned, any person teaching any subject of Grade IX or Grade X in an Elementary School under a Letter of Permission may be provided with one copy of the Correspondence Course as a teaching aid in that subject.

COURSES

I. Elementary School Level

(a) Courses for Children

Courses for children are available in all subjects of Grades I to VIII. These courses are free and may be commenced and completed at any time of the year. Text-books are lent to children taking these courses.

NOTE: Courses are provided in English and French for French-speaking children in any area where French is a subject of instruction in the Elementary School by permission of the Minister of Education.

(b) Courses for Adults

Courses for adults are available in Arithmetic, English, and Social Studies, covering the work of the senior grades in the elementary school. These courses are free, but adults taking them are required to purchase their own books. The Department of Education cannot assume any responsibility in the obtaining of these books. The courses may be commenced and completed at any time of the year. Adults who complete satisfactorily the courses in Arithmetic and English will be considered eligible to enrol in any Grade IX subjects.

(OVER)

II. Secondary School Level

The following table indicates the subjects in which courses are available.

Grade IX	Grade X	Grade XI	Grade XII	Grade XIII
Eng. Comp.	Eng. Comp.	Eng. Comp.	Eng. Comp. t	Eng. Comp. J
Eng. Lit.	Eng. Lit.	Eng. Lit.	Eng. Lit. t	Eng. Lit. J
Soc. Studies		World Hist.-I t	World Hist.-II t	History J
				Algebra J
Mathematics	Mathematics	Algebra t	Geometry t	Geometry J
				Trig. & Statics J
				Physics J
Science	Science	Physics t	Chemistry t	Chemistry J
				Botany J
				Zoology J
French	French	French	French t	French Authors J
				French Comp. J
Typewriting	Latin	Latin	Latin t	Latin Authors J
				Latin Comp. J

t In each of these subjects three supervised tests must be completed in addition to the regular 36 lessons. Provision has been made whereby the Director of the Correspondence Courses Branch may issue Statements of Grade XII Standing in these subjects. He may also recommend eligible candidates for Secondary School Graduation Diplomas.

J In each of these subjects the correspondence course is a preparation for the June Departmental examination which must be written by the student who wishes to obtain Departmental Grade XIII Standing. A student should enrol in time to permit him to complete the 20 lessons before writing the June examination.

NOTE 1: All courses in Grades IX to XII may be commenced and completed at any time of the year.

NOTE 2: All courses are free, but students taking the courses for the Secondary School grades are required to purchase their own text-books. The Department of Education cannot assume any responsibility in the obtaining of these books.

Further information may be obtained on application to the Director, Correspondence Courses Branch, Department of Education, 206 Huron Street, Toronto 5.

C. F. Cannon

Deputy Minister of Education

TORONTO, September 1, 1954.

1954-55:11
4,000

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re: United Nations Day, October 24, 1954

The General Assembly of the United Nations has set aside October 24, 1954, the ninth anniversary of the birth of the United Nations, as a day for making the aims and activities of the United Nations better known to the peoples of the world.

Since this anniversary falls on Sunday this year, it is suggested that it be celebrated in our schools on the following day, Monday, October 25. Principals of secondary schools are requested to arrange that pupils take part in the observance of this day in order that they may understand the aims and achievements of the United Nations, the responsibilities of Canada as a member nation, and the part that each pupil can take in supporting the work of the United Nations.

To assist principals and teachers in arranging activities for the observance of United Nations Day, copies of a leaflet and a poster are being distributed to the schools. Additional material can be obtained directly from the National Office, The United Nations Association in Canada, 340 McLeod Street, Ottawa. This includes general information about the United Nations, suggestions for observing United Nations Day, a handbook on United Nations clubs in high schools, and a limited supply of posters. Schools in the Toronto area may obtain special assistance by writing to The Director, United Nations Society in Canada, Toronto Branch, 340 Jarvis Street, Toronto.

R. A. Beattie
Superintendent of Secondary Education.

TORONTO 2, September 15, 1954.

1954-55:12
3500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

1. Industrial Accident Prevention Associations

Last year the Industrial Accident Prevention Associations conducted a public speaking contest in a number of secondary schools in the Hamilton, Windsor, Chatham, Belleville, Lindsay, and Oshawa sections of the Province. This contest was found to be so effective in furthering safety education in the schools that it is planned to extend this year's contest to as many schools as possible in Southern Ontario.

Field representatives of the Associations may be paying a visit to your school to promote the contest. The Department of Education endorses the various phases of safety education, but particular methods of promoting safety in schools are left to the judgment of the local school authorities. If you are interested in having pupils of your school participate in the public speaking contest, you may obtain full particulars from Industrial Accident Prevention Associations, 90 Harbour Street, Toronto 1.

2. Atlantic Alliance Booklet

Copies of a booklet entitled Atlantic Alliance have been prepared by the North Atlantic Treaty Organization and are being distributed to all secondary schools in the province. It is hoped that these will be used to acquaint our pupils with the work of NATO and its importance to Canadians.

3. Out of the Earth, Langford, University of Toronto Press

This is an interesting book dealing with the geology, mineralogy, and chemical industry of Canada at the present time. It should be a valuable reference book for Geography classes, particularly where Commercial Geography is taught, for Sections II and V of the new Grade XI Geography course, and for Chemistry classes.

for L. S. Beattie
Superintendent of Secondary Education.

TORONTO, October 27, 1954.

1954-55:13
4,000

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS

Re Comments on Grade XIII Examinations, 1954.

1. Copies of comments prepared by the members of the Committees in charge of marking the 1954 Grade XIII examination papers will be sent to principals as soon as possible.

2. Principals are urged to hand the copies to the Grade XIII teachers concerned. Each year several Associate Examiners state that they have not seen them.

3. The comments have been arranged in sets as follows:

Set No. 1—History
Set No. 2—Algebra
Set No. 3—Geometry
Set No. 4—Trigonometry and Statics
Set No. 5—Physics
Set No. 6—Chemistry
Set No. 7—Biology
Set No. 8—French
Set No. 9—Latin
Set No. 10—German
Set No. 11—Spanish
Set No. 12—French for French-speaking Candidates
Set No. 13—Commercial Subjects

If you do not receive a sufficient number of copies please ask for an additional supply in a letter dealing with that topic only.

Sets Nos. 12 and 13 will be sent only to the schools concerned, and in separate envelopes.

4. The comments on English Composition and English Literature are contained in Circular H.S.4C, printed in September, 1954. This circular will be sent to the schools earlier than the comments on the other papers. The latter will probably not be mailed before November 15.

5. Teachers are reminded that the exact type of question or evaluation may not be used again. Marking schemes vary from year to year according to the character of the questions. This material is not intended as a teaching guide but as information which may be useful, in a general way, to teachers.

R. A. Beattie
Superintendent of Secondary Education.

TORONTO, October 15, 1954.

1954-55:15
3500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re The Children of War Dead (Education Assistance) Act

The Children of War Dead (Education Assistance) Act was passed on July 1, 1953, in order to provide assistance towards an education beyond secondary school level for those sons and daughters of veterans whose death was attributable to service in World War I, World War II, or the Korean operations. In order to qualify for assistance under this Act the son or daughter of a veteran must have received a pension award because of the parent's death which the Canadian Pension Commission has ruled to be due to service in the forces.

Applications for assistance under this Act may be made through the nearest District Office of the Department of Veterans Affairs. The applicant must be prepared to offer evidence that he or she

(a) has graduated from a secondary school, or its equivalent;
(b) has been accepted by an institution of higher education such as a university;
(c) has a definite educational programme leading to a specific occupational goal.

If the application is approved the Department of Veterans Affairs will pay

(a) to the student, an allowance of $25.00 per month for the period during which he or she is pursuing a full time course, up to a maximum of 36 months;
(b) to the university, or similar institution, fees and other costs of tuition as described in the Act, up to a maximum of $500.00 for any normal session known as an academic year.

A student must apply within 15 months after graduation from a secondary school, and in no case will an application be accepted from a student who has reached the age of 25 years. If a student's application has been approved but the student fails in one or more classes in any academic year, or fails in more than one of the supplementary examinations next offered, assistance under this Act will be withdrawn. If the student, having failed a year, repeats that year successfully at his or her own expense, assistance may be reinstated once.

It is considered that guidance and counselling of the mother and child by the Welfare Officers and the teachers concerned should result in the formulating of a definite educational programme which would include continuation into an institute of higher learning if the child's capacity permits. Consequently, the Superintendent of the Welfare Services Branch or his representative from the nearest District Office will be glad to meet with you and your staff to develop such a plan.

The official of the Department of Veterans Affairs responsible for the administration of this Act in the Toronto District is: A. E. Hounsom, D.V.A., 55 York Street, Toronto, Ontario. Other district representatives are located in Ottawa, Kingston, North Bay, Hamilton, London, and Fort William.

C. W. Booth

for Superintendent of Secondary Education.

TORONTO 2, November 17, 1954.

1954-55:16
6,000

To be attached to all copies of Circular S.58 for 1954-55.

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re Grade XIII Examinations in Modern Languages, 1955

1. Circular Curriculum I. and S.15, Courses of Study and Book Lists, Modern Languages, introduced in September 1954, states on pages 9, 10, and 11 that the written examinations in German, Spanish, and Italian will be similar to the French examination outlined on pages 7 and 8. It is there correctly stated that comprehension may be tested by requiring the translation of a passage into English.

2. To remove any doubt which may arise from the contradictory statement in Circular S.58, Prescriptions, 1954-55, regarding translation in the German, Spanish, and Italian examination prescriptions you are asked to draw the attention of your teachers of German, Spanish, and Italian to this memorandum and to inform them that the statement in the Courses of Study, rather than that in Circular S.58, is to determine the nature of the examination and that translation may be required. The words "no translation" should be deleted from page 4 of Circular S.58, relative to German, Spanish, and Italian.

3. The test in dictation will apply only to the French examination in 1955.

C. F. Cannon
Deputy Minister of Education.

TORONTO, November 8, 1954.

1954-55:17
3500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

1. Canada Comes of Age

A copy of the booklet, Canada Comes of Age, is being sent to all Principals of Secondary Schools. A limited number of additional copies may be obtained upon application to Mr. James A. Blay, Director of Information, The Hydro-Electric Power Commission of Ontario, 620 University Avenue, Toronto.

2. Interviewing O. C. E. Students

Principals of Secondary Schools and Secretaries or other representatives of Boards are requested not to interview students at the Ontario College of Education regarding teaching positions before April 1, except in the case of students in Vocational or Industrial Arts courses. These may be interviewed after January 15.

The reason for this request is that the practice of interviewing pupils earlier in the year has resulted in serious interference with the regular programme of the College and the studies of the students concerned.

3. Methods of Raising School Funds

On February 4, the Department of Education issued a memorandum on methods of raising school funds which stated that we do not look with favour upon the promotion of the circulation of magazines or other similar commercial ventures in order to supplement school funds. We have circulated a questionnaire regarding one of these schemes and find that the opinion of Principals is sharply divided with respect to its benefits. We now repeat our opinion of such plans as stated in the original memorandum, but leave the decision as to their promotion to the local Boards concerned.

C. W. Booth

for Superintendent of Secondary Education.

TORONTO, November 17, 1954.

1954-55: 18
3500

ONTARIO

DEPARTMENT OF EDUCATION

To be attached to all
copies of Curriculum
S. 20, Grade XIII
Physics

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS

Re Curriculum S.20, Courses of Study, Grade XIII Physics

Principals are asked to bring this memorandum to the attention of their teachers of Grade XIII Physics.

To correct an error in printing, page three of Curriculum S.20, Courses of Study, Grade XIII Physics, should be amended by adding, in the eighteenth line from the bottom of the page the following words: Momentum and Impulse. Problems.

The paragraph will then read:

> Newton's Second Law of Motion with experimental illustrations. Mass and Weight. Gravitational and absolute systems of units: British Engineering (F.P.S.): Metric (C.G.S. and M.K.S.). Momentum and Impulse. Problems.

This memorandum should be fastened into the teacher's copy of the Course of Study.

C. F. Cannon
Deputy Minister.

TORONTO, December 10, 1954.

1954-55:19
3500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS AND
SECRETARIES OF SECONDARY SCHOOL BOARDS

RE THE USE OF SCHOOL BUILDINGS FOR DANCES

It has come to our attention through press reports and from other sources that the conduct of young people at certain dances held in secondary school buildings has been questionable. The Department believes that there is social and recreational value in school dances which are well conducted and properly supervised. As a rule, the pupils who attend these dances are dressed appropriately and conduct themselves in an orderly way. Thus they gain valuable training in social deportment as well as wholesome recreation.

In some cases school property is rented by Boards to outside organizations for the purpose of dancing. If these dances are open to the general public, the pupils who attend may be exposed to undesirable influences. Such dances are conducted in direct competition with those which are held in properly licenced public halls. They may appear to the public to be school dances, but in reality they are quite different. Pupils in their early teens may find themselves in the company of some adults who have no personal concern for the reputation of the school.

The Department does not favour the use of school buildings for dances which are not properly conducted and adequately supervised. The policy of the Department has been that the use of a school assembly hall may be granted to a local organization for educational purposes or for a community service approved by the Board concerned and that a nominal fee may be charged to cover expenses incidental to the occupation of the hall. Section 33, subsection (s) of The Schools Administration Act, 1954, states that a Board may "permit the school buildings and premises to be used for any educational or other lawful purposes which it deems proper, provided the proper conduct of the school is not interfered with".

Principals and Boards are therefore urged to maintain the good reputation of their schools by exercising special care and judgment in renting their school premises to outside clubs and organizations. When such gatherings are open to the public, a policeman should be employed to render the service afforded only by a uniformed officer. The laws which govern the operation of public halls should be strictly observed, and school authorities should require adequate supervision of the premises by responsible adults. Unless applicants are prepared to meet these requirements, the use of school buildings should not be granted for such social affairs.

L.S. Beattie

L. S. Beattie
Superintendent of Secondary Education.

TORONTO, December 9, 1954.

1954-55:20
3500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

1. Scholarship Offered by Colorado School of Mines

The Colorado School of Mines is offering for the academic year 1955-56 one tuition scholarship to a male student from the Province of Ontario upon the recommendation of the Minister of Education. If any student in your school is interested in obtaining further information, he should direct his inquiry to The Director of Admission, Colorado School of Mines, Golden, Colorado, U. S. A., not later than April 15, 1955.

2. Address by Right Honourable Arthur Meighen

In 1936 Mr. Meighen addressed the Canadian Club of Toronto on the subject "The Greatest Englishman". His address, which paid glowing tribute to William Shakespeare for his great contribution to English Literature, was an inspiration to his audience. Fortunately, a recording was made at that time.

An anonymous donor has now made it possible for a recording of this address, as well as a booklet containing the actual text, to be distributed free to all secondary schools in Ontario. This gift should be of special value to teachers of English, not only as an appreciation of Shakespeare but also as a fine example of the art of rhetoric by a master speaker.

You may expect to receive the recording and booklet for your school in the near future.

3. Prescription in French for Grade XIII Examinations, 1955

It should be noted that Chapters 6, 7, and 10 of the prescribed book (Duhamel: Le Notaire du Havre, published by Clarke Irwin) may be read extensively and that these three chapters are not required for examination purposes.

4. Membership in the Ontario Education Association

All secondary school teachers are urged to join the O.E.A. and to support it in every possible way in order that it may be able to give wider and more effective service to education in this province.

L. S. Beattie

L. S. Beattie
Superintendent of Secondary Education.

TORONTO 2, January 19, 1955.

1954-55: 21
3500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM FOR SECONDARY SCHOOL PRINCIPALS

RE: COMMITTEES OF SELECTION, PROVINCIAL TEACHERS' COLLEGES

The Minister of Education announces that the policy introduced five years ago of establishing a Committee of Selection at each Provincial Teachers' College will continue in 1955. The Principal of the Teachers' College will act as chairman of the Committee, and the members will be drawn from the staff of masters of the Teachers' College, inspectors of elementary schools, and members of the Ontario Teachers' Federation. Each applicant for admission to the Teachers' College will be interviewed by a representative or representatives of this Committee.

Members of the Committee will in due course visit the Secondary Schools, where they will interview prospective applicants for admission to Teachers' Colleges. Arrangements for the date of these visits will be made by the principals of the Teachers' College and Secondary Schools concerned. At the time of these visits, opportunities for individual interviews will also be given to mature persons in the community who hold the academic qualifications for admission to Teachers' College, and are interested in entering the teaching profession.

Each Secondary School Principal is requested to inform the principal of the Teachers' College in his district on or before March 1, 1955, of the names of students in his school who are interested in entering Teachers' College in September, 1955, and who may have the necessary qualifications for admission at that time. It will be appreciated if you will divide the list of names into two parts, (i) possible applicants for the One-year course, for which standing in eight Grade XIII papers, including one English paper, is the general academic requirement for admission, and (ii) possible applicants for the Two-year course for which the Secondary School Graduation Diploma of the General Course with three options is the minimum academic admission requirement. A mutually convenient date will later be arranged for the visit of a representative or representatives from the Committee of Selection. Should a Secondary School principal have no names to report, he should advise the Teachers' College principal of that fact by March 1st.

The helpful co-operation of Secondary School principals in this work in past years has been much appreciated by the Committees of Selection.

C. F. Cannon
Deputy Minister of Education

Toronto, January 28,1955.

1954-55:22
3500

C 9 r

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

RE REVISED COURSES OF STUDY FOR GRADE XIII

A memorandum on this subject was sent to principals of secondary schools on September 7, 1954. It contained the following paragraph:

"The real test of a course can be made only under actual teaching conditions in a large number of classrooms. Hence it is desirable that the curriculum committees receive from teachers throughout the province frank evaluations of the present courses as revised. Thus it may be possible to determine whether a further revision is necessary after a trial period of at least two or three years. The co-operation of principals and staffs is requested in making such evaluations during the current year and reporting their findings to the Department after May 1, 1955. These reports should be made jointly by the staff rather than by individual teachers. Principals will receive notification early in the new year with respect to the required procedure."

In accordance with this statement, it is suggested that each principal ask his staff to prepare a brief comment upon each of the revised courses for Grade XIII. This should be made under the following headings: (1) suitability of content; (2) length of course; (3) weight of course; (4) suggested revisions, additions, or subtractions.

I would be pleased to receive after May 1, 1955, a summary of the reports submitted by your staff.

L. S. Beattie

L. S. Beattie
Superintendent of Secondary Education.

TORONTO, February 3, 1955.

1954-55: 23
3900

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM FOR SECONDARY SCHOOL PRINCIPALS AND NON-PROFIT CAMPING ORGANIZATIONS

RE: CAMP LEADERSHIP TRAINING COURSES BARK LAKE

As a continuing service to the NON-PROFIT CAMPS, the Department of Education again plans to conduct training courses at the ONTARIO CAMP LEADERSHIP CENTRE, BARK LAKE. Please read the enclosed bulletin and seek to interest suitable boys in this offer.

COURSE DATES

GIRLS: July 7 to July 28, 1955

BOYS: August 9 to August 30, 1955.

THE COST OF THE COURSE

Instruction, meals and accommodation are provided by the Department of Education. School Boards or Camping organizations may be reimbursed for actual rail or bus transportation paid (at excursion rates) to the extent of the cost which exceeds $15.00.

SELECTION OF APPLICANTS

BOYS:

It is requested that Secondary School Principals, Guidance and Physical Education teachers present this information to each boy who has demonstrated an aptitude for LEADERSHIP in Camping. Those students who may indicate an interest in TEACHING as a profession are especially invited to apply.

SELECTION OF APPLICANTS (Continued)

GIRLS:

Each season the number of requests from girls to attend the Ontario Camp Leadership Centre (Bark Lake) increases. At the present time recommendations have been received from the directors of non-profit camps for twice the number of girls that can be accommodated. The girls recommended by these directors will receive application forms in the mail during the next month. Selection will be made on the basis of the need of the camps and will be distributed across the Province. It is requested that this information be given to girls enquiring about this course and that unsuccessful candidates be encouraged to retain their interest in camping.

Each of the girls applying for training at the Ontario Camp Leadership Centre is a secondary school student. While these girls have already been recommended to us by camp directors, their names will be referred to their school principals for comments. This information will help the Department make the final selection.

C. F. Cannon

Deputy Minister,
Department of Education.

TORONTO, February 3, 1955.

Course for GIRLS
July 7 - July 28, 1955.

Course for BOYS
August 9-August 30,1955.

ONTARIO

DEPARTMENT OF EDUCATION
PHYSICAL EDUCATION BRANCH
206 HURON STREET, AT COLLEGE
TORONTO 5, ONTARIO

WALNUT 4-4376
WALNUT 4-4756

THE ONTARIO CAMP LEADERSHIP CENTRE 1955

The Ontario Camp Leadership Centre (Bark Lake) at Irondale, Ontario , is operated by the Ontario Department of Education as a service to the non-profit camps of this Province. Prospective counsellors may attend the Camp Leadership Courses offered during the summer months and thus be prepared to serve in a non-profit camp of their choice.

The camp is situated in the heart of the Highlands of Haliburton in an ideal location which holds many attractions for the camp-minded young person. Good facilities are provided for all phases of camping, including Campcraft, Nature lore, Aquatics, Out-tripping, Games and other recreational activities. Staff members have been chosen for the Ontario Camp Leadership Centre not only because of their proficiency in camping skills and supervision, but also because of their understanding of the needs and interests of campers.

The course should help to provide the camper with a sound experience in LEADERSHIP which will stand him in good stead in his chosen career. Such a course should be excellent training for those who have an interest in teaching as a profession.

THE COST OF THE COURSE

Instruction, meals and accommodation are provided by the Department. School Boards or Camping organizations may be reimbursed for actual rail or bus transportation paid (at excursion rates) to the extent of the cost which exceeds $15.00.

APPLICATIONS

BOYS:

Please ask your school principal for an application form, or write to the above address. Boys who apply for this training should be seventeen years of age and should have completed Grade X. In addition, must:

a) be able to swim 100 yards;
b) be in good physical condition;
c) be willing to serve in a non-profit camp after completing the course.

GIRLS:

Recommendations have already been received from the directors of non-profit camps for more girls than can be accommodated this year. It is suggested that you offer your services to one of these camps this year and ask the director to recommend you for training in 1956.

1954-55:24
3500

ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to: Principals of Secondary Schools and
Secretaries of School Boards

Re: Ratings On Applicants

For some years the Department, through the Secondary Education Branch, has made available to accredited representatives ratings on secondary school teachers.

To expedite this service in the future, the following suggestions are made:

(1) All requests by telephone should be prefaced by "Rating on Teachers".

(2) If the enquiry is received by telephone, telegraph, or letter, the reply is given in kind, unless otherwise requested.

(3) (a) When telephoning, the person placing the call should first give the receptionist his name, address, and telephone number. The list of applicants should be arranged alphabetically and indicate the school at which each teacher is now employed or was last employed.

(b) The return call will be made when the necessary material has been assembled.

(4) If many applications have been received for a position, enquiries should be limited to those which seem most suitable.

(5) It is essential that all information be treated in strict confidence.

R. A. Beattie

Superintendent of Secondary Education.

TORONTO, February 7, 1955.

1954-55:26
3500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

1. The English Exchange

Please distribute to the teachers of English on your staff the copies of The English Exchange which reach you with this memorandum.

This pamphlet has been prepared under the auspices of the English and History Section of the O.E.A. by an editorial committee of teachers of English. Further issues are planned and it is hoped that, with the support of principals and of teachers of English, a publication of growing value in the teaching of this highly important subject may be developed.

The present issue will be found helpful by teachers of English who have limited experience, as well as by other teachers of the subject, and it is commended to their careful attention.

2. Richard III

Sir Laurence Olivier's production of William Shakespeare's "Richard III", in which he is acting in the three-fold capacity of producer, director and principal player, has been released to Canadian theatres. The setting is the interior of Westminster Abbey and the adjoining throne room. Produced by Laurence Olivier Productions, in association with London Films, "Richard III" was photographed in colour. It should be of special interest to students of history and Shakesperean drama.

3. Carleton College Scholarship

A regional entrance scholarship will be available again this year to students entering Carleton College from the Province of Ontario (excepting Ottawa secondary schools). This scholarship will be awarded on the basis of outstanding achievement in secondary school studies. Copies of the announcement will be distributed to the schools concerned.

L. S. Beattie

L. S. Beattie
Superintendent of Secondary Education.

TORONTO 2, March 22nd, 1955.

1954-55:27
3500

ONTARIO

DEPARTMENT OF EDUCATION

DEPARTMENT OF EDUCATION SCHOLARSHIPS FOR STUDY OUTSIDE ONTARIO, 1955-56

The Minister of Education announces that the Scholarships formerly available for post-graduate study in France will henceforth be awarded for the purpose of enabling residents of Ontario to pursue courses of study outside Ontario.

The courses of study shall be those prescribed by a school, university, or other institution outside Ontario and approved by the Chief Director of Education.

The awards will be made upon the following conditions:

1. The Minister of Education may recommend from time to time, for appointment by His Honour the Lieutenant-Governor in Council, the names of teachers holding Ontario teaching certificates for study outside Ontario, each of whom shall hold a Scholarship of $1,500 per annum, for one year and payable in two instalments during that period. A Scholarship shall not be renewable.

2. The holder of a Scholarship shall be a resident of Ontario, and shall hold a degree from an Ontario University.

3. Applications for Scholarships must be made in writing, and must be supported by evidence of academic and professional standing, and general fitness to undertake post-graduate study. The applicant shall state the course of study he proposes to pursue.

4. Each teacher accepting a Scholarship shall sign an agreement to give at least three years' service to the Province of Ontario in educational work on completion of his course. On returning from the course the teacher shall notify the Department of the work he proposes to pursue in the Province, and, if at any time circumstances are such that he cannot complete the three years' service, the Department shall be notified of the facts of the case. The Minister may cancel the agreement if he decides that the circumstances warrant such action.

5. A teacher who wishes to apply for a Scholarship should write to the Department for a copy of Ontario Regulations 175/54, Scholarships for Study Outside Ontario.

6. Applications shall be submitted to the undersigned on or before May 1, 1955. The awards will be announced prior to May 15, 1955.

J.G. Althouse

Chief Director of Education.

TORONTO, March 22, 1955

1954-55:28
3500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

1. Registered Nurses' Association Bursary

The Registered Nurses' Association of Ontario is offering an annual Bursary to a student entering the first year of a basic degree course in Nursing at an approved University School of Nursing. The Bursary will have a value of $200 for each year of the course, the final year's amount to be considered as a loan which will be repaid without interest within two years after completion of the course.

Conditions of the award are as follows: need for financial assistance; satisfactory school standing; desirable personal qualities, and acceptance for admission at an approved University School of Nursing.

A list of the approved Schools of Nursing in Ontario and application forms may be obtained from the General Secretary-Treasurer, Registered Nurses' Association of Ontario, 515 Jarvis Street, Toronto, Ontario.

Application should be submitted on or before August 1, 1955.

2. Ontario Hospital Association pamphlets

Last year the Ontario Hospital Association prepared and distributed two interesting pamphlets regarding the importance of hospitals in the community. The first, entitled "Hospitals, a Community Service", is intended as a reference for teachers. The second, entitled "Things to Know About Your Hospital", is prepared for the information of secondary school students. These will be sent to secondary schools throughout Ontario again this year.

The Ontario Hospital Association hopes by this means to call attention to the vital services rendered by our community hospitals, the organization and operation of hospitals, and the many careers which are offered in connection with hospital work.

This year these two pamphlets will be mailed directly to secondary schools during the last week of April so that they will reach your school at the beginning of the Spring term. You should receive a sufficient number of the pupils' pamphlets to supply all who are enrolled in Grade IX. If your supply is insufficient, you may obtain as many as you need by addressing your request directly to The Ontario Hospital Association, Toronto 5, Ontario.

R. S. Beattie

Superintendent of Secondary Education.

TORONTO, March 31, 1955

1954-55:29
2500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS
SECRETARIES OF SECONDARY SCHOOL BOARDS

Steps required re applicant taking special summer courses

The following outline of the steps required in the employment of applicants who intend to take special summer courses leading to the High School Assistant's Certificate, Type B, are intended for the information and direction of Boards and applicants. Secretaries of Boards are requested to discuss the procedure as outlined below with any such applicant whom they intend to employ.

1. The Board advertises as required after April 1. (Circular 623 and Circular 1954-55:25)
2. Failing to obtain a qualified applicant, the Board applies for a Letter of Permission, on Form H.S.700, to employ an applicant who intends to take the special summer courses. Boards are reminded that applications for Letters of Permission may not be made until at least two days have elapsed after the final day of advertisement. If this condition is not observed, such applications will not be considered.
3. If the Letter of Permission is granted, it is sent from the Department of Education to the Secretary of the Board, and a copy is given to the Ontario College of Education.
4. The Board then enters into a contract, which is subject to the applicant's admission to the first summer course. The Board then instructs the applicant to submit his copy of the contract immediately to the Ontario College of Education and to ask for a form of application for admission to the summer course.
5. If the application is accepted, a copy of the letter of acceptance will be mailed to the Board by the Ontario College of Education. If it is not accepted, the Ontario College of Education will return its copy of the Letter of Permission to the Registrar of the Department of Education for cancellation.
6. The Department of Education will notify the Board that the Letter of Permission has been cancelled.
7. If accepted, the applicant will take the first summer course, beginning June 20, 1955. Enrolment in this course will be closed on June 21.
8. After the successful completion of the first summer course, the applicant will be granted a Letter of Standing valid for one year.
9. If the applicant does not complete the summer course successfully, the Letter of Permission will be considered valid for the school year, but will not be renewed.

R. A. Beattie
Superintendent of Secondary Education.

TORONTO, April 7, 1955.

1954-55 : 31
3500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS

1. CELEBRATION OF QUEEN'S BIRTHDAY

Victoria Day, May 23, has been fixed by proclamation of the Federal Government for the celebration of the birthday of Her Majesty, Queen Elizabeth II.

2. CANADIAN HANDBOOK -- LIFE INSURANCE

The Canadian Life Insurance Officers Association, 302 Bay Street, Toronto, has just issued a third edition of A CANADIAN HANDBOOK ON LIFE INSURANCE. This book is designed to furnish a brief outline of the fundamentals of life insurance and in so doing to answer questions about life insurance that are frequently asked by students, teachers, and the public generally.

3. GRADE XIII COURSE IN GEOGRAPHY

The Grade XIII course in Geography will be sent out in the near future. Suitable text-books and reference material are listed with the course. In view of the fact that some Boards have expressed their intention of introducing this course during the school year 1955-56, it should be pointed out that courses in Grade XI and Grade XII Geography will be required as pre-requisites to the course in Grade XIII. Therefore a Grade XIII course in Geography should not be introduced in a school unless the above condition has been fulfilled.

4. APPROVED TEXT-BOOK

Principals of Vocational Schools are informed that Logarithms, The Slide Rule, and Tables by Dean and Rutledge, published by Macmillans, will be given approved listing in the next supplement to Circular 14, Text-books Approved and Recommended.

L. S. Beattie

L. S. Beattie
Superintendent of Secondary Education.

TORONTO, May 9, 1955.

1954-55:32
3500

ONTARIO
DEPARTMENT OF EDUCATION

TORONTO 2, June 7, 1955

MISCELLANEOUS MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

RE NURSERY STOCK FOR LANDSCAPING

For many years the Department of Lands and Forests furnished nursery stock free of charge to encourage conservation. Some of this was diverted to landscape planting around public buildings. As a result, the demand for trees increased to the extent that it seriously hindered the production of stock required for reforestation.

Accordingly the Forestry Act, 1952, and related Regulations were passed in order to discontinue the supplying of nursery stock from government nurseries for landscaping purposes other than on provincial highways. Henceforth nursery stock is to be distributed in strict accordance with this legislation.

L.S. Beattie

L. S. Beattie
Superintendent of Secondary Education.

1954-55:33
6000

ONTARIO
DEPARTMENT OF EDUCATION

To be attached to all copies
of Circular 58 for 1955-56

CORRECTION

Circular 58, Prescriptions for Departmental
Examinations of 1956

In the third last line on page 3 the word "there" should be deleted so that the paragraph will read as follows:

FRENCH

Steinhauer: Les Maîtres Conteurs (Macmillan)

Two papers will be set: (1) Authors-Comprehension; (2) Composition. For types of questions which may appear, see Curriculum I. and S.15. In 1956, the oral testing question will form part of the Authors-Comprehension paper and will be dictation of a recorded passage of about 75 words, similar to those of the past four years. The question, if any, on verbs will appear on the composition paper.

C. F. Cannon

Deputy Minister.

Toronto, June 8, 1955

1955-56:2
3,500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM FOR PRINCIPALS OF SECONDARY SCHOOLS

Re Prescriptions for Grade XII Latin and Greek 1956-57

Principals are asked to pass this memorandum to their Classics Department Heads.

LATIN

Either the formerly authorized *Latin Reader for High Schools* (Ryerson) or the recently published *Selected Latin Readings* (Dent) may be used for the school year 1955-56. The prescriptions are as follows:

From *Latin Reader for High Schools*

Prose: Nepos - - - Life of Hannibal (adapted).
Livy - - - Cycle I, omitting sections 4, 7, 8, 10, and 11.

Poetry: Ovid and Virgil - - Cycle I, omitting sections 3 and 4.

Sight: The reading at sight of a minimum of 100 lines of average length and difficulty from Caesar's Gallic War.

OR

From *Selected Latin Readings*

Prose: Section One
  Part I - - Life of Hannibal (Nepos).
  Part II - - Hannibal's Star Rises (Livy).
Section Two
  Part I - - Life of Caesar (Suetonius).
  Part IV - - Caesar the General (Caesar).

Poetry: Section Three
  Part I - - Selections from Vergil.
    A knowledge of the connecting English is to be considered a part of the course.

1. The Theme of the Aeneid.
7. Hector's Spirit Warns Aeneas.
8. The Flight.
12. The Boat Race.
13. Jupiter Saves the Ships.
17. Rome's Mission in the World.

Part II - - Ovid, Juvenal, Catullus, Martial - - any 80 lines.

Passages from the prose authors may be used for training in sight translation.

GREEK

Prose: Pupils should read approximately 600 lines of prose.
Any of the following books might be used: Phillpotts and Jerram, *Easy Selections from Xenophon*; Phillpotts, *Selections from Xenophon*; Colson, *First Greek Reader*; Farnell, *Tales from Herodotus*; Edwards, *Salamis*.

Poetry: Approximately 500 lines from any book of the *Iliad* should be read.

R. A. Beattie
Superintendent of Secondary Education

TORONTO, September 1st, 1955.

1955-56:3
3,500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS

1. *SUPPLEMENTARY READING*

The attention of teachers of English is called to the fact that there are now on the market pictorial versions of standard works of fiction which are hardly distinguishable from so-called comic books. It has been suggested to the Department of Education that reviews or summaries of books presented as evidence of completed supplementary reading are sometimes obtained from these sources. In devising checks on supplementary reading, teachers should be on guard to prevent any evasions of this kind.

2. *PROPOSED ANTHOLOGY OF PROSE AND POETRY*

Teachers of English will be interested to learn that an anthology of prose and poetry by Canadian secondary school pupils is being prepared for publication. This will consist of selections chosen from interesting, original, and sincere compositions by pupils who have revealed outstanding talent as writers. Such material may be derived from classroom work or from contributions to school magazines. It may be submitted by teachers or directly by the pupils themselves. There will be no restriction with respect to subject matter or form. Preference will be given to reasonably short compositions. Contributions should be addressed directly to Mr. Anthony Frisch, Pickering College, Newmarket, Ontario.

3. *SALARY OF SUPPLY TEACHERS*

It has been drawn to our attention that, in some cases, when teachers are absent from school for a short time they are paying for their own supply teachers at a lower rate of salary. Such procedure is not approved by the Department of Education, and you are reminded that it is the responsibility of the Board to pay the salary of supply teachers.

R. A. Beattie
Superintendent of Secondary Education

TORONTO, September 1st, 1955.

1955-56:4
4,500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re "Calculations with Approximate Numbers"

The following information should be brought to the attention of teachers of Mathematics and Science.

A. *Minimum knowledge expected of a Grade XIII student regarding operations with approximate numbers*

1. He should have come to realize clearly, from experimental work in Mathematics and Science in the earlier grades, that all numbers obtained by measurement are inexact. He should also have a reasonably good idea of the accuracy to be expected under given conditions of measurement.

2. He should know the meaning of the terms "possible error", "precision", "relative error", "percentage error", "relative accuracy", "significant digits", and of such expressions as "correct to four significant digits", "correct to four decimal places", "correct to the nearest minute".

3. He should be familiar with the principle governing the precision of the results obtained in the addition and subtraction of approximate numbers and with the fact that the precision of the result depends on that of the least precise of the given numbers. He should also be familiar with the principle governing the accuracy of results obtained in the multiplication and division of approximate numbers and with the fact that the accuracy of the result depends on that of the least accurate of the data.

Thus, in operations involving addition and subtraction of approximate numbers of which the least precise has n places of decimals, the pupil should be taught to round off other numbers, where possible, to $n+1$ places and the answer to n places. Similarly, in operations involving multiplication and division of approximate numbers of which the least accurate has n significant digits, he should round off the others, where possible, to $n+1$ digits and the answer to n digits.

A Grade XIII pupil should also be acquainted with the procedure for finding the upper and lower limits in typical calculations and should understand that such a procedure is employed where a highly precise answer is necessary.

4. In the solution of triangles, he should be familiar with the relation between the degree of accuracy of linear data and that of the angles calculated from them—"two-place" data corresponding in general to angles correct to the nearest degree.

5. In calculations with logarithms he should understand that, in order to obtain a result correct to n significant digits, he must have data of at least this accuracy. Further, he should use logarithms with mantissas of at least $n+1$ decimal places, rounding off the final answer to n significant digits.

6. The candidate should be made aware of the fact that in the Departmental examinations he will be required to use five-figure tables. He must, of course know how to use the mean differences shown and should also be able to perform any necessary interpolations.

B. *Credits and Penalties for "Rounding Off" as applied in recent annual Departmental Examinations*:

1. Normally, one mark is lost for not properly rounding off the answer in each problem in which a specified degree of accuracy is required. Thus, a candidate who is ignorant of the principles involved may lose several marks in the aggregate.

2. There is no penalty for using 5-place logarithms throughout the work in any problem which could properly be handled with tables to fewer places, provided the answer is properly rounded off to express the required degree of accuracy.

3. On the other hand, there is no penalty for using less than five-place mantissas, properly rounded off, provided that one more decimal place is carried in the work than the number of significant digits required in the answer.

[OVER]

4. In problems involving computation there is ordinarily a penalty of one mark per question for (i) Rounding off too soon: that is, failure to use where possible throughout the work, one more digit from the tables than is given in the data and required in the answer, (ii) Rounding off too late: that is, the *repeated* use of 6 or more decimal places in handling 5-place logarithms. Such apparent accuracy is spurious and such procedure is penalized as "bad form".

C. In conclusion it should be emphasized that approximate computations should not be thought of as constituting an isolated topic in Trigonometry. On the contrary, clear ideas regarding the accuracy of numbers obtained by measurement and the methods to be used in calculations involving such numbers should gradually be built up in the pupils' minds through the experimental work in Mathematics and Science in Grade IX and succeeding years.

R. A. Beattie

TORONTO, September 1st, 1955.

Superintendent of Secondary Education.

1955-56:5
5,000-55-1863

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re Certificates Accepted as the Equivalent of Certain Secondary School Music Options.

Please note that standing in music obtained by examinations taken at a College or Conservatory of Music is not recorded on the Grade XIII certificates which report the results of the annual Departmental Examinations. When making application to enter a university the original music certificates should be submitted along with the regular departmental certificates.

The certificates listed under ''Grade XIII Music'' on the back of this sheet are accepted in lieu of the prescribed course in Music (one paper), and may be indicated on the Secondary School Honour Graduation Diploma.

The certificates listed under ''Grade XII Music'' on the back of this sheet are accepted in lieu of (but not in addition to) either the Art or the Music course. When presented for inspection according to the ''Instructions to Principal'' on the Diploma application form, this standing may be used as an option to complete the requirements for the Secondary School Graduation Diploma. Since "Grade XII Music" includes the work of both Grade XI and Grade XII, it has the same value for this diploma as Mathematics (Algebra and Geometry), Science (Physics and Chemistry), Geography, Home Economics, Industrial Arts, Commercial Work, Agriculture, or one of the languages.

Certificates equivalent to the Grade XIII Music course may be accepted in lieu of one paper for the Secondary School Honour Graduation Diploma, even though they have already served to cover one option for the Secondary School Graduation Diploma.

CaBrown
Registrar

Toronto, September 1, 1955.

(Over)

TABLE OF CERTIFICATES ACCEPTED IN LIEU OF PRESCRIBED COURSES IN MUSIC

	GRADE X	GRADE XII	GRADE XIII
Department of Education	Grade X Course of Study in Music	Grades XI and XII Courses of Study in Music	Grade XIII Course of Study in Music
Royal Conservatory of Music of Toronto	Grade V Practical or a higher certificate	(i) Grade VII Practical and Grade II Theory OR (ii) Grade III Theory	(i) Grade VIII Practical and Grade II Theory OR (ii) Grade IV Theory
Western Ontario Conservatory, London	Grade Junior V Practical or a higher certificate	(i) Grade Senior VII Practical and Grade II Theory OR (ii) Grade III Theory	(i) Grade Senior VIII Practical and Grade II Theory OR (ii) Grade IV Theory
McGill Conservatorium	Elementary Practical or a higher certificate	(i) Interm. Practical and Interm. Theory OR (ii) Senior Theory and T.C.M. Grade III History	(i) Senior Practical and Interm. Theory OR (ii) Highest Grade Theory
Trinity College, London, England	Advanced Prep. Practical or a higher certificate	Interm. Practical and Interm. Theory	Senior Practical and Advanced Interm. Theory
Royal Schools, London, England	Grade IV Practical or a higher certificate	Grade V Practical AND (i) Grade IV Grammar of Music or (ii) Grade IV Theory	Grade VI Practical AND (i) Grade IV Grammar of Music or (ii) Grade V Theory

1955-56:6
3,500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re Courses For Secondary School Graduation Diplomas

This year a few applications were received for diplomas not listed in Circular H.S. 1, Requirements for Certificates and Diplomas. The Regulations state that "a Secondary School Graduation Diploma will be granted, on the recommendation of the Principal of a secondary school, to a candidate who has completed successfully one of the courses of study in Grades XI and XII, or such modifications of these courses as the Minister may approve at the *beginning* of the school year."

To avoid penalizing students in Grade XII on whose behalf applications for unauthorized diplomas were made, diplomas have been issued under the authorized classification to which they appeared most closely to conform.

This unsatisfactory situation can be avoided if Principals will compare the specialized courses offered in their schools with those listed on page 8 of Circular H.S. 1 for 1955-56. If courses are being offered which differ materially from the authorized courses, approval for such modifications should be requested at the beginning of the year. If a Board wishes to establish a new course, the details of such course should be submitted before pupils are permitted to specialize in Grade XI.

In submitting courses for approval, Principals should observe two important principles: combinations of the basic classifications will not be approved, and fine divisions of the specialized classifications are not desirable. It is suggested that the Principal discuss specialized courses with the Inspector concerned at the time of his visit to the school.

R. A. Beattie
Superintendent of Secondary Education

TORONTO, September 1st, 1955.

1955-56:7
3,500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re Supervision of Teachers-in-Training

If a graduate of the special 10-week summer course is employed on your staff this year, special supervision of his classroom work will be required. Particular attention and assistance should be given during his first two months of teaching so that he may become properly established as a member of the staff. Beginning with the month of November, the Principal should visit his classes in order to observe a minimum of two lessons a month. He should keep a careful record of the date, grade, subject, and topic of each lesson observed, as well as a written estimate of the success of each lesson. When a Principal is teaching full-time, special arrangements will be necessary in order that he may be free for this programme of supervision.

Comments on the lessons should be made in writing and discussed with the teacher-in-training. Helpful suggestions should be given for the improvement of teaching methods, class management, organization, and other phases of school work. If during this period of supervision evidence of difficulty appears, the Principal should request the assistance of the Inspector. By April 1, 1956, Principals will be asked to submit a report on the lessons observed and a recommendation with respect to the teacher's application for admission to the special five-week course next summer. This report will be made in duplicate on the critic teachers' report forms used in the Ontario College of Education. Copies of these forms will be sent to the schools concerned.

Secondary School Inspectors will also give special attention to the supervision of these teachers-in-training and will make recommendations based upon their observations of classroom work during at least two visits to the school in different terms of the school year.

On or before April 1, 1956, an application form for admission to the special five-week course will be sent to the Principals concerned. These should be filled out and returned promptly to the Registrar, Department of Education. On this form the applicant will be required to sign an undertaking to attend the special five-week summer course in 1956 leading to an Interim High School Assistant's Certificate, Type B. On the same form the Principal will fill in and sign his recommendation with respect to the applicant's admission to the course. Duplicate copies of the critic teachers' forms will be returned to the Registrar at the same time. The Inspector will then fill in his statement. The completed application form will finally be submitted to the Ontario College of Education.

R. A. Beattie
Superintendent of Secondary Education

TORONTO, September 1st, 1955.

1955-56:8
3,500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re: United Nations Day, October 24, 1955

The General Assembly of the United Nations has set aside October 24, 1955, the tenth anniversary of the birth of the United Nations, as a day for making the aims and activities of the United Nations better known to the peoples of the world.

Principals of secondary schools are requested to arrange that pupils take part in the observance of this day in order that they may understand the aims and achievements of the United Nations, the responsibilities of Canada as a member nation, and the part each pupil can take in supporting the work of the United Nations.

To assist principals and teachers in arranging activities for the observance of United Nations Day, copies of a leaflet and a poster are being distributed to the schools. Additional material can be obtained directly from the National Office, The United Nations Association in Canada, 340 McLeod Street, Ottawa. This includes general information about the United Nations, suggestions for observing United Nations Day, a handbook on United Nations clubs in high schools, and a limited supply of posters.

R. A. Beattie
Superintendent of Secondary Education.

TORONTO 2, September 15, 1955.

1955-56:9

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS AND SECRETARIES OF SECONDARY SCHOOL BOARDS

1. Items for the Attention of Teachers

In many of our memoranda we ask that items of special interest be passed on to the teachers of subjects to which the special items refer. From time to time, however, teachers complain that the information has not reached them. Will you please make sure that such items are promptly called to the attention of the teachers concerned.

2. Letters of Standing and Letters of Permission

There appears to be confusion on the part of some Boards and Principals with respect to the distinction between a Letter of Standing and a Letter of Permission.

A Letter of Standing is issued to a qualified teacher of another province of Canada or another country of the British Commonwealth whose academic and other qualifications, together with his teacher training, are considered to be equivalent to those required for an Ontario teacher's certificate. For secondary schools, Letters of Standing are issued as equivalents of the High School Assistant's Certificate, Type B, the High School Assistant's Certificate, Type A, and the Vocational Certificate, Type B. For the year of issue, a teacher holding a Letter of Standing is as fully qualified as a teacher holding the corresponding certificate, and at the end of a year's successful teaching he may be granted the certificate on the recommendation of the Principal and the Inspector concerned.

A Letter of Permission, on the other hand, is granted to a Board in order to permit the Board to employ a person who does not hold a teacher's certificate or a Letter of Standing qualifying him for a position which the Board has advertised in compliance with the Regulations but for which the Board is unable to obtain a properly qualified teacher. A Letter of Permission expires at the end of the school year for which it is issued, and the position must be re-advertised for the ensuing year.

3. Building Programmes

A Board which is contemplating a building programme is now requested to consult the resident or district Secondary School Inspector, who will assist in making a survey of the need for additional accommodation. When the need has thus been established an appointment may be made with Department officials for further discussion and clarification of the proposed programme. At that time a building proposal should be submitted for approval. This proposal should contain the following information: 1. present accommodation; 2. present secondary school enrolment; 3. present elementary school enrolment within the secondary school district; 4. estimated enrolment five years hence; 5. estimated need for additional accommodation. The present elementary school enrolment should be tabulated by grades and confirmed by the Elementary School Inspectors concerned.

L. S. Beattie

(L. S. Beattie)
Superintendent of Secondary Education.

TORONTO, September 14, 1955.

1955-56 : 10
4000

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM

—RE—

ACADEMIC CORRESPONDENCE COURSES

The Department of Education provides free correspondence courses in Elementary and Secondary School academic subjects. Enrolment in them is subject to the conditions outlined below.

CONDITIONS OF ENROLMENT

1. Any child living in Ontario who is six years of age or over and under the age of sixteen years and who is unable to attend school may be enrolled on the recommendation of the local Elementary School Inspector or of the Secondary School Principal (for Secondary School grades).

2. Any person living in Ontario who is sixteen years of age or over and who is unable to attend school may be enrolled in any of the elementary courses provided for adults, or in any of the Secondary School courses.

3. Any person normally resident in Ontario but temporarily living outside of Canada may be enrolled.

4. Any member of the Canadian Armed Services and his dependents when on duty outside of Canada may be enrolled if he is unable to attend a school where the Ontario curriculum is taught.

5. Any person attending a Secondary School in Ontario and finding it impossible to complete his Grade XI, XII or XIII within the school year because the subjects he requires are not taught may be enrolled in those subjects on the recommendation of the Secondary School Principal and the Secondary School Inspector and with the approval of the Superintendent of Secondary Education.

The Use of Correspondence Courses as Teaching Aids: On the request of the inspector concerned and with the approval of the Superintendent of Elementary or Secondary Education, sets of Correspondence Courses in Grades IX and X may be supplied to unqualified teachers teaching these grades in an Elementary or a Continuation School. These are the only circumstances and the only grades in which Correspondence Courses may be offered as teaching aids.

COURSES AVAILABLE

I. ELEMENTARY SCHOOL LEVEL

(a) Courses for Children: Courses for children are available in all subjects of Grades I to VIII. As soon as a child completes a grade satisfactorily, he will be given a certificate of promotion to the next grade.

Courses are provided in English and French for French-speaking children in any area where French is a subject of instruction in the Elementary School by permission of the Minister of Education.

(b) Courses for Adults: Courses for adults are available in Arithmetic, English, and Social Studies covering the work of the senior grades in Elementary School. Adults who complete satisfactorily the courses in Arithmetic and English will be considered eligible to enrol in any Grade IX subjects.

II. SECONDARY SCHOOL LEVEL

The following table indicates the subjects in which courses are available.

Grade IX	**Grade X**	**Grade XI**	**Grade XII**	**Grade XIII**
Eng. Comp.	Eng. Comp.	Eng. Comp.	Eng. Comp. t	Eng. Comp. J
Eng. Lit.	Eng. Lit.	Eng. Lit.	Eng. Lit. t	Eng. Lit. J
Soc. Studies		World Hist.–I t	World Hist.–II t	History J
				Algebra J
Mathematics	Mathematics	Algebra t	Geometry t	Geometry J
				Trig. & Statics J
				Physics J
Science	Science	Physics t	Chemistry t	Chemistry J
				Botany J
				Zoology J
French	French	French	French t	French Authors J
				French Comp. J
	Latin	Latin	Latin t	Latin Authors J
Typewriting				Latin Comp. J

t *In each of these subjects three supervised tests must be completed in addition to the regular 36 lessons. Provision has been made whereby the Director of the Correspondence Courses Branch may issue Statements of Grade XII Standing in these subjects. He may also recommend eligible candidates for the Secondary School Graduation Diploma.*

J *In each of these subjects the correspondence course is a preparation for the June Departmental examination which must be written by the student who wishes to obtain Departmental Grade XIII Standing.*

COST

There is no fee for any of the academic Correspondence Courses. Lessons are supplied and corrected free of charge. Answer paper and postage are provided.

For children in the Elementary School grades the Department of Education assumes the responsibility of providing text-books (on loan) and all necessary supplies to accompany the course. The Department cannot assume any such responsibility for students taking the adult courses or the Secondary School courses, nor can it alter its courses to fit texts other than those on which its courses are based. These students must obtain for themselves the text-books required for the Correspondence Courses in which they enrol.

SCHOOL TERM

The school term for students in the Correspondence Courses need not necessarily coincide with the usual school term for those attending school. Adults may begin a correspondence course at any time of the year, even in July and August, and, if they begin to send in work as soon as possible after enrolment and devote a reasonable amount of time to the work, may hope to complete it within ten months.

If a pupil enrolled in elementary school subjects does the work of a whole grade within ten months, his enrolment in Correspondence Courses can be considered the equivalent of school attendance.

In Grade XIII a student should enrol in time to permit him to complete the 20 lessons before writing the June examinations.

SECONDARY SCHOOL GRADUATION DIPLOMA

1. In order for a student enrolled in these courses to obtain a Secondary School Graduation Diploma (formerly called Junior Matriculation) it will be necessary for him to obtain standing in the following:

Obligatory subjects:

English Composition (Grade XII)
English Literature (Grade XII)
History (Grades XI and XII)

Options, at least three of:

Mathematics (Algebra Grade XI and Geometry Grade XII)
Science (Physics Grade XI and Chemistry Grade XII)
French (Grade XII)
Latin (Grade XII)

2. While the subjects may be studied in any order, a student is advised to begin with English Composition and English Literature. He should be prepared to devote at least one hour a day to each subject he begins. For that reason it seems wise to limit to three the number of subjects taken at a time. With regular work three can be completed in approximately ten months.

3. When a student successfully completes a subject, he will receive an official Statement of Grade XII Standing in that subject, provided it is not within twelve months of the date of his leaving school.

ADDITIONAL INFORMATION AND INSTRUCTION

I. For a Person Living Outside of Canada:

(a) Lessons and supplies are sent only by ordinary surface mail. If an applicant wishes special mailing, he should give the name and address of a person in Ontario who would assume that responsibility.

(b) The parent of a child enrolled in the Elementary School grades may send the child's lessons in for marking, and receive a certificate for a grade completed. If he prefers, however, the child may use the material without sending in lessons and without receiving a certificate. A parent should state which plan he intends to follow.

(c) If a Grade XIII June Examination Centre is desired outside of Ontario, arrangements for its establishment should be made with the Registrar of the Department of Education before January 15th of the year in which the examinations are to be written.

II. For a Person Attending a Secondary School in Ontario:

(a) Such a person will return all his lessons and tests to the Correspondence Courses Branch for correction, and, when he completes a subject in Grade XI or XII, he will receive a Statement of Grade XII Standing in that subject.

(b) The Principal and the staff of the Secondary School concerned will not be required to give a pupil any instruction in his correspondence work.They may be asked to supervise tests required in Grades XI and XII. In addition they may be expected to take a personal interest in his work and to make sure that he devotes sufficient time to study and that he sends in his work regularly.

REQUESTS AND QUESTIONS

Requests for application-for-enrolment forms and questions concerning academic Correspondence Courses may be referred to the Director, Correspondence Courses Branch, Department of Education, 206 Huron Street, Toronto 5, or telephoned to WAlnut 3-1991.

C. F. Cannon

Deputy Minister of Education

Toronto, September 1, 1955

1955-56:11
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ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

1. Qualifications of Teachers

Principals are reminded of the importance of checking the qualifications of teachers in both day and evening classes. Where Letters of Permission are required, Boards should apply for them immediately.

2. Grade Thirteen English Prescription

In the Grade XIII Prescription for English Literature, examinations of 1956, the list of Shorter Poems contains the title THE PULLEY by Herbert. The prescribed poem appears under this title in NEW HORIZONS and in POEMS TO REMEMBER, but in POETRY FOR SENIOR STUDENTS the same poem appears on page 78 under the title THE GIFTS OF GOD. The attention of teachers of Grade XIII English should be drawn to this discrepancy.

3. Designs for Canadian Living

A new teaching aid is now available in the form of a folder entitled DESIGNS FOR CANADIAN LIVING. This folder contains twelve layouts measuring 14" x 22". Each layout graphically depicts the meaning of good design in the objects which surround us at home, in the streets, and at school. The folder was produced as an educational aid by the National Industrial Design Council, Ottawa, in close co-operation with the Art Branch of the Ontario Department of Education.

DESIGNS FOR CANADIAN LIVING is recommended for Art teachers of adolescents (Grades VII to XII) and for teachers in other fields such as Home Economics, Industrial Arts, and Social Studies, in which a consideration of design is important. As well as photographs of objects depicting good and bad design, the folder contains valuable suggestions and references. The complete folder may be purchased from the National Industrial Design Council, Ottawa, at a nominal cost of one dollar.

L. S. Beattie

L. S. Beattie
Superintendent of Secondary Education.

TORONTO, October 5, 1955.

1955-56:12
5,000

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re Reporting on Teachers-in-Training

In a memorandum on this subject, dated September 1, 1955, you were informed that, if a graduate of the special ten-week summer course is employed on your staff this year, special supervision of his classroom work would be required. In order to give constructive help to the teacher-in-training, you were asked to visit his classes beginning with the month of November for the purpose of observing a minimum of two lessons a month and also to keep a careful record of the date, grade, subject, and topic of each lesson observed, as well as a written estimate of the success of each lesson. By April 1, 1956, you will be asked to submit a report on the ten lessons observed and a recommendation with respect to the teacher's application for admission to the special five-week course next summer. This report will be made in duplicate on the enclosed critic teacher's report form used in the Ontario College of Education. It is hoped that the Principal will be able to observe a variety of types of lessons. Not all of these may be formal teaching lessons. Some may be work periods supervised by the teacher; others may be review lessons in which the pupils are being tested orally. The nature of the lesson will depend upon the subject being taught and the lesson topic. Whatever form the lesson may take, principals should try to help beginning teachers to correct their common tendency to tell the pupils too much and to fail in encouraging the class to take an active part in the lesson.

An application form for admission to the special five-week course will be sent to you before April 1, 1956. On this form the applicant will sign his undertaking to attend the special five-week summer course in 1956 leading to an Interim High School Assistant's Certificate, Type B. The Principal will complete and sign his recommendation with respect to the applicant's admission to the course. Duplicate copies of the critic teacher's report form and the completed application form will be returned to the Registrar of the Department of Education on or before April 1, 1956. The Inspector will fill in his statement on the application form, and the completed form will then be submitted to the Ontario College of Education.

In completing the critic teacher's report form, the following directions should be observed.

On line 1 the name of the teacher-in-training should appear, surname first. No entry should be made in the spaces provided for the number of the student and the week of observation. These spaces are applicable only to students in attendance at the regular session of the Ontario College of Education.

On line 2 the name of the Principal should appear in the space provided for the name of the critic teacher. The name of the school should be entered in the space indicated on this line.

In each of the ten spaces provided for reports on individual lessons, the following information should appear: 1. the date; 2. the subject taught; 3. the lesson topic; 4. the grade; 5. the percentage mark assigned to the individual lesson. For example, the entry in the first space might read as follows: Nov. 4 . . . Eng. Comp. . . . Coherence in Paragraph . . . XI . . . 70. To facilitate this, you may find it desirable to make column headings just above the double line as follows: date; subject; topic; grade; percent.

The general estimate (percent) should be an average of the percentage marks assigned to individual lessons. You are reminded that the pass mark for practice teaching in the Ontario College of Education is 60 percent. You will arrive at the percentage mark by estimating the value of the lesson, keeping in mind the fact that these are teachers-in-training who may have had little teaching experience. Some of the qualities to be considered in judging the success of a lesson will be the following: evidence of careful organization; effective presentation; effective and well-distributed questions; efficient class management; sound scholarship; attention to the needs of individual pupils; favourable learning situation; personal qualities.

[OVER]

In the space which has been set aside for comments, a summary should be made of your opinion of the teacher's effectiveness as revealed in the lessons observed and in his work as a member of your staff. This should give a clear impression of your opinion regarding the ability and the possibilities of the teacher-in-training. It may be written in essay form and may consist of one or more paragraphs. If you prefer, your comments may be made under numbered headings, such as the following:

1. *Personal qualities*—This might include a reference to appearance, grooming, voice, and manner.
2. *Organization*—This should deal with the plan for the year's work, the development of individual lessons, and the general orderliness of the classroom.
3. *Relationship and Discipline*—This should refer to ability to maintain reasonably good discipline and to command the respect of the pupils.
4. *Teaching*—This should contain a summary of your opinion regarding the present and the prospective ability of the teacher-in-training.

It is obvious that the general tone of your summary should be in keeping with the general estimate (percent) which appears above the comments.

R. A. Beattie

TORONTO, October 14, 1955.

Superintendent of Secondary Education.

Note. Since the reference to the critic teacher's report form is applicable only to those principals who have one or more of the teachers-in-training on their staffs, the report forms are being sent only to those principals.

L. S. B.

University of Toronto
ONTARIO COLLEGE OF EDUCATION

CRITIC TEACHER'S REPORT

lent........ *No.*........ *Week of*........

ic Teacher........ *School*........

Lesson Topic........ Grade........

Lesson Topic........ Grade........

Lesson Topic........ Grade........

Lesson Topic........ Grade........

. Lesson Topic........ Grade........

i. Lesson Topic........ Grade........

7. Lesson Topic........ Grade........

8. Lesson Topic........ Grade........

9. Lesson Topic........ Grade........

10. Lesson Topic........ Grade........

General Estimate (per cent.)........ *Obs. Report (Max. 50)*........

COMMENTS

3 copies for each teacher concerned
sent to Prin of Sec Sc concerned
Prin of Pub. Sc concerned

1955-56:14
3,500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

1. Queen Elizabeth Scholarship

Her Royal Majesty, Queen Elizabeth II, has graciously accepted, on behalf of her Canadian subjects, the offer of the Eliot-Pearson School of Medford, Massachusetts, U.S.A., to establish the Queen Elizabeth Scholarship for one year's training in Nursery School and Kindergarten Teaching. Candidates may apply for either a one-year graduate course open to those who hold a Bachelor's degree, or a two-year undergraduate course for those who have completed the equivalent of two years at college. Applicants must be prepared to return to work in the field of early childhood education in Canada. Applications for the year 1956-57 must be submitted by February 1, 1956, to Mrs. D. B. Sinclair, Department of National Health and Welfare, Jackson Building, Ottawa, Ontario. Application forms and further information may be secured from the above address.

2. Industrial Accident Prevention Associations

For the past two years this organization, which officially represents the manufacturing industries of the province, has conducted a public-speaking contest in a number of secondary schools throughout Ontario. This contest was found to be so effective in furthering safety education in the schools that it is planned to repeat it again in all the southern parts of the province and also the Lakehead area.

Members of industry representing the Associations may be paying a visit to your school to enlist your support. The Department of Education endorses the various phases of safety education, but particular methods of promoting safety in the schools are left to the judgment of the local school authorities. If you are interested in having pupils of your school participate in the public-speaking contest and have not yet been approached by a representative, you may obtain full particulars from Industrial Accident Prevention Associations, 90 Harbour Street, Toronto 1.

3. "Historic Ontario" Booklets

You have recently received copies of a booklet entitled "Historic Ontario", which was prepared by the Ontario Department of Travel and Publicity. In our opinion, these booklets may be suitable for inclusion in the school library and may also be useful in Social Studies classes. If librarians or teachers wish to obtain further copies of this booklet, they may do so by addressing their requests to The Deputy Minister, Department of Travel and Publicity, Parliament Buildings, Toronto.

L. S. Beattie

L. S. Beattie
Superintendent of Secondary Education.

TORONTO, October 31, 1955.

1955-56:15
3,500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re: Atkinson Study of the Utilization of Student Resources

You have recently received a letter from Dr. W. G. Fleming of the Department of Educational Research, Ontario College of Education, regarding the Atkinson Study of the Utilization of Student Resources. As outlined in Dr. Fleming's letter, this study will involve a comprehensive survey of the aptitudes, interests, and abilities of a substantial sample of Grade XIII students.

The Department of Education is interested in this survey because we believe that it should give us valuable information which will help to improve the educational service in our schools. We are hopeful that the results of this survey will assist guidance workers both in the secondary schools and in the universities to give students more effective counselling with respect to their selection of courses and the advisability of their attempting university work. It should also be useful as an aid in determining the validity of our present examination system as a major factor in deciding the requirements for admission to university and entry into other fields of work or further study.

We should, therefore, appreciate your co-operation in supplying the Department of Educational Research with the information which they require.

L. S. Beattie

L. S. Beattie
Superintendent of Secondary Education.

TORONTO, October 31, 1955.

1955-56:16
400

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re: A Code of Behaviour for Spectators

You have recently received a letter signed by Mr. Charles V. Box, Secretary of the Ontario Federation of School Athletic Associations, asking for your co-operation in the development of a code for the behaviour of spectators. In his letter, Mr. Box drew attention to the improper behaviour of a small minority of spectators who create disturbances during school athletic contests.

The Department of Education heartily supports this project. We believe that this is an opportunity for your staff and student body, with your leadership and guidance, to develop a wholesome code of conduct in keeping with the best traditions of Canadian democracy. Democracy confers many privileges upon our citizens, young and old. But while democracy implies freedom of the individual, it also involves courtesy, co-operation, responsibility, self-control, and respect for the rights of others. The education which we provide in our schools is incomplete and inadequate if we have failed to prepare our pupils properly for adult life as mature, self-controlled, and self-respecting citizens.

The Red Feather Football Code for Players was prepared with a view to fostering in secondary school football players a spirit of generosity, obedience, self-control, tolerance, and honesty, which may be summed up in the word "sportsmanship". We believe that the influence of this code has been beneficial to the players concerned. If we can extend this influence throughout all phases of school life, we shall accomplish a worthwhile objective. By fostering a sense of responsibility and co-operation in the classroom we can make a good beginning. If we can then extend this spirit to school assemblies, concerts, plays, and school dances, we have taken an important step in developing the qualities which produce real maturity.

The fact that a small minority of our young people is responsible for the occasional disturbances which mar school games, school assemblies, and school dances, provides clear evidence that the majority of our pupils do not favour such objectionable conduct. It is our suggestion, therefore, that this matter be seriously discussed at a special staff meeting. It might then be submitted to the Student Council for consideration and suggestions. Whatever means may be employed in your school, we believe that beneficial results may be obtained by a concerted effort throughout the province to raise the standards of behaviour on the part of some pupils who are attending school games or engaging in school activities so that all, participants and spectators alike, may gain more pleasure and profit from their mutually-enjoyable experience.

L. S. Beattie
(L. S. Beattie)
Superintendent of Secondary Education.

TORONTO, November 17, 1955.

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re: New Filmstrip for Business Practice

The Canadian Bankers' Association, which has already provided free to schools three useful filmstrips on phases of Canadian banking, has just completed a new filmstrip entitled "The Story of a Cheque". Written by two well-known commercial teachers, Helen H. Harshaw and Victor K. Harshaw of Kingston, "The Story of a Cheque" is a very practical presentation of the complete circuit of a cheque, and it can be recommended for use in Business Practice classes.

The new filmstrip, together with a teaching manual, is available to schools, free on request. This filmstrip, as well as others listed, may be obtained by completing the enclosed order form and mailing it to The Canadian Bankers' Association, Room 203, 901 Bleury Street, Montreal.

L. S. Beattie
Superintendent of Secondary Education.

TORONTO, November 14, 1955.

Dr. Brown

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL INSPECTORS

1. Practice-Teaching Lessons for Type A Certificates

No doubt all inspectors are aware that the requirements for practice-teaching lessons for the High School Assistant's Certificate, Type A, are that three lessons be taught in the subject or subjects of the Specialist's Certificate desired. These lessons should be taught in one or more of Grades XI, XII, and XIII, preferably in all three, if possible. The pass mark is 66%.

Please note one important exception to these requirements, as follows: for the Type A Certificate in Latin and Greek, French and German, French and Spanish, and French and Italian, three lessons may be taught in the subject first named in each case if the second is not offered in the school.

2. Cumulative Sick Leave

Mr. Harold Wagner, Chairman of the Ontario School Trustees' Council, has stated that, at a meeting of school trustees, some member of the staff of the Department stated that the amendments to the Municipal Act relating to cumulative sick leave plans did not apply to school boards.

As you are well aware, these amendments do apply.

3. Resolution of American Council of Industrial Arts Supervisors

A letter has been received from the Secretary of the American Council of Industrial Arts Supervisors, stating that the following resolution had been unanimously passed at the meeting of April 26, 1955:

"The members of the A.C.I.A.S. wish to express their deep appreciation to Mr. D. W. Gordon for his unselfish services to the Council. His kindness, understanding, and wholesome good fellowship has done much to strengthen the bonds of friendship between our two countries."

4. Retirement of Mr. Uffen

Mr. J. F. Uffen, who left us on October 31, has asked me to thank you again for your parting gift and to inform you that Mrs. Uffen and he have invested it in a new set of travelling luggage so that, wherever they go, they will be reminded of their pleasant association with the members of this Branch.

5. Excerpt from a Report

One of the choice, compact sentences selected from reports read this past week:

"In all my classroom visits I found the classes co-operating well with their teachers, and in each instance I thought that the teachers deserved this evidence of confidence and respect."

R. S. Beattie

TORONTO, November 8, 1955. Superintendent of Secondary Education.

1955-56:17
4200

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS AND
SECRETARIES OF SECONDARY SCHOOL BOARDS

1. The Queen's Birthday

By Proclamation of the Dominion Government, Monday, May 21, 1956, has been set aside for the observance of the birthday of Her Majesty, Queen Elizabeth II.

2. Interviewing Ontario College of Education Students

Principals of Secondary Schools and Secretaries or other representatives of Boards are requested not to interview students at the Ontario College of Education regarding teaching positions before March 19, 1956. This date applies to students who are enrolled in courses leading to High School Assistants' Certificates, Type B and Type A, as well as to students enrolled in Vocational and Industrial Arts courses. On and after this date, ratings may be requested on the work of those students who have made application to Secondary School Boards for teaching positions.

3. Regulations Concerning School Buses

The Motor Vehicles Branch of the Department of Highways is mailing the new Regulations concerning school buses to the Secretaries of all School Boards. The attention of the Principal is drawn to these new Regulations.

4. Maps for School Use

The enclosed sheets have been prepared by the Map Distribution Office of the Department of Mines and Technical Surveys, Ottawa, for distribution to Principals of secondary schools. A set of the maps listed on these sheets will be sent free of charge to the Principal or, if requested, to the Secretary of the Board. Additional copies may be purchased from the Map Distribution Office of the Department of Mines and Technical Surveys at a discount of 40%. Teachers and students may also purchase any of these maps at the discount rate.

L. A. Beattie
Superintendent of Secondary Education.

TORONTO, January 20, 1956.

1955-56:18
4500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re Reduction in Grade XIII Course in Biology for the School Year 1955-56

Principals are requested to bring the following notice to the attention of teachers of Biology.

The following topics in the prescribed courses of study for Grade XIII Biology (Curriculum S.23) will not be required for the June and the August Departmental Examinations in 1956:

Botany - page 9

(f) Mendelian inheritance in man in relation to eye colour, hair colour, and skin colour;

(g) the sex ratio (x and y chromosomes).

Zoology - page 14

Special blood functions: blood clotting, resistance to disease, regulation of heat.

- page 15

The history of animal life on the earth.

Beattie
Superintendent of Secondary Education.

TORONTO, January 20, 1956.

1955-56:19
4000

ONTARIO
DEPARTMENT OF EDUCATION

20
Courses & Scholarships
21 Alterations in

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

1. British Post-Graduate Summer Courses

A joint programme of four summer schools offered by British universities will be conducted in 1956 at Edinburgh, London, Oxford, and Stratford-upon-Avon. The subjects offered in 1956 will be The European Inheritance at Edinburgh, The Background of the Romantic Movement in London, The Arts in 17th Century England at Oxford, and Shakespeare and the Elizabethan Drama at Stratford-upon-Avon.

These courses will last for six weeks. They are intended mainly for post-graduate students, including teachers. The British Council are offering a number of scholarships to students from overseas countries. Canadian applicants should write for information to Dr. J. F. Leddy, Honorary Secretary, National Conference of Canadian Universities, University of Saskatchewan, Saskatoon, Saskatchewan.

2. Admission to Nursing Schools

A notification from the Registered Nurses' Association of Ontario to the Heads of Nursing Schools reads as follows:

> Whereas the former regulations read ". . . . . Secondary School Graduation Diploma of the Department of Education where Physics and Chemistry of Grades XI and XII, or Agriculture I and II of Grades XI and XII, have been taken as one of the options", the new regulation reads --
>
> "Secondary School Graduation Diploma of the Department of Education including Chemistry of Grades XI or XII, and one of the following -- Physics of Grade XI or XII, Botany of Grade XIII, or Zoology of Grade XIII (Agriculture I and II will still be accepted as an alternative)."

L. A. Beattie
Superintendent of Secondary Education.

TORONTO, January 20, 1956.

ONTARIO

DEPARTMENT OF EDUCATION

Circular 623
4500 Jan. 1956 55-4030.

MEMORANDUM

RE SPECIAL SUMMER COURSES LEADING TO THE HIGH SCHOOL ASSISTANT'S CERTIFICATE TYPE B

The Honourable W. J. Dunlop, Minister of Education, announces that Summer Courses leading to the Interim High School Assistant's Certificate, Type B, will be offered again during the summer of 1956 for teachers employed on Letters of Permission to teach in the Secondary Schools of this Province. These courses will be available only to properly qualified applicants who have been engaged for the ensuing year for positions which Boards have been unable to fill with teachers holding the required certificates.

1. A Summer Course of ten weeks for beginners under this plan will be offered in 1956. It will consist of general professional courses and instruction in methods of teaching together with observation and practice teaching. The conditions of admission to the course will be those outlined in the Calendar of the Ontario College of Education for the Interim High School Assistant's Certificate, Type B, including the submission of a certificate of graduation from a British university after a regular university course approved by the Minister of Education. The candidate must also submit evidence that he has accepted a contract offered by a Board for the ensuing school year for a position which has been advertised after April 1 in a newspaper having a provincial circulation and for which no application has been received from a teacher who is qualified under the regulations.

Upon successful completion of this Summer Course, the teacher-in-training will receive a Letter of Standing valid for one year for the position for which he has been engaged. On the recommendation of the Principal and the Secondary School Inspector concerned, a Board may engage the teacher-in-training for the ensuing school year if the teacher-in-training undertakes to attend the second summer course. If the teacher-in-training is not so recommended, the Letter of Standing may be cancelled and will not then be renewed.

2. A second Summer Course of five weeks' duration, consisting of further professional courses and instruction in methodology, will be given in the summer of 1957. This course will be available to teachers-in-training who have completed successfully the Summer Course in 1956, have taught successfully during the school year of 1956-57, and have been recommended by the Principal and the Secondary School Inspector concerned. On the successful completion of this course, the candidate may be granted an Interim High School Assistant's Certificate, Type B.

3. Neither of the Summer Courses outlined above will include any of the optional supplementary courses available to students in attendance during the regular session of the Ontario College of Education. Therefore, teachers qualified through these Summer Courses for the Interim High School Assistant's Certificate, Type B, will be required to attend additional Summer Courses given by the Department of Education in order to obtain the full qualifications available through the regular sessions of the Ontario College of Education.

A circular containing further information regarding these Summer Courses for teachers on Letters of Permission will be issued in March, 1956.

C. F. Cannon

Deputy Minister of Education.

TORONTO, January 16, 1956.

1955-56:20
4000

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM FOR SECONDARY SCHOOL PRINCIPALS

RE: COMMITTEES OF SELECTION, PROVINCIAL TEACHERS' COLLEGES

The Minister of Education announces that the policy introduced six years ago of establishing a Committee of Selection at each Provincial Teachers' College will continue in 1956. The Principal of the Teachers' College will act as chairman of the Committee, and the members will be drawn from the staff of masters of the Teachers' College, inspectors of elementary schools, and members of the Ontario Teachers' Federation. Each applicant for admission to the Teachers' College will be interviewed by a representative or representatives of this Committee.

Members of the Committee will in due course visit the Secondary Schools, where they will interview prospective applicants for admission to Teachers' Colleges. Arrangements for the date of these visits will be made by the principals of the Teachers' College and Secondary Schools concerned. At the time of these visits, opportunities for individual interviews will also be given to mature persons in the community who hold the academic qualifications for admission to Teachers' College, and are interested in entering the teaching profession.

Each Secondary School Principal is requested to inform the principal of the Teachers' College in his district on or before March 1, 1956, of the names of students in his school who are interested in entering Teachers' College in September, 1956, and who may have the necessary qualifications for admission at that time. It will be appreciated if you will divide the list of names into two parts, (i) possible applicants for the One-year Course, for which standing in eight Grade XIII papers, including one English paper, is the general academic requirement for admission, and (ii) possible applicants for the Two-year Course for which the Secondary School Graduation Diploma of the General Course with three options is the minimum academic admission requirement. A mutually convenient date will later be arranged for the visit of a representative or representatives from the Committee of Selection. Should a Secondary School principal have no names to report, he should advise the Teachers' College principal of that fact by March 1st.

The helpful co-operation of Secondary School principals in this work in past years has been much appreciated by the Committees of Selection.

C. F. Cannon
. . . .
Deputy Minister of Education.

Toronto, February 1, 1956.

1955-56:21
4000

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

1. Atkinson Study of the Utilization of Student Resources

You have recently received a notification from Dr. W. G. Fleming of the Department of Educational Research, Ontario College of Education, informing you that the tests to be administered in connection with the survey of the aptitudes, interests, and abilities of Grade XIII students will be held on Monday, April 9. As intimated in our memorandum of October 31, 1955, (Circular 1955-56:15) the Department of Education believes that this survey will provide valuable information which will help to improve the educational service in our schools and to determine the validity of our present examination system. We therefore appreciate your co-operation in conducting these tests in accordance with the conditions outlined by the Department of Educational Research.

2. Summer Courses in School Librarianship

The Minister of Education has announced a change in the organization of courses leading to Certificates in School Librarianship.

The Elementary Certificate in School Librarianship may be obtained by successful attendance at a five-week Departmental Summer Course. To the course may be admitted a teacher who holds an Interim or Permanent High School Assistant's Certificate, Type B, and who has taught successfully for at least one year in the secondary schools.

The Intermediate Certificate in School Librarianship may be obtained by successful attendance at a second five-week Departmental Summer Course. To this course may be admitted a teacher who holds the Elementary Certificate in School Librarianship or an equivalent certificate.

The course leading to the Elementary Certificate will be offered in 1956 if a sufficient number of applications is received. Further information will be found in the General Announcement of Summer Courses to be issued in March or April.

3. Membership in the Ontario Educational Association

All secondary school teachers are urged to join the O.E.A. and to support it in every possible way in order that it may be able to give wider and more effective service to education in this province.

Beattie

Superintendent of Secondary Education.

TORONTO, January 31, 1956.

Circular 608
6000-'55-4177

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM

RE

PRE-TEACHERS'-COLLEGE SUMMER COURSE

First Year 1956

1. The Minister of Education announces that a Pre-Teachers'-College Summer Course, First Year, leading to a Temporary Certificate valid for the school year 1956-57 in the public and separate schools of Ontario, will be conducted in Toronto and Port Arthur, from July 3 to August 10, 1956, if the number of applicants received is sufficient.
2. Subject to the proviso that the number of admissions may have to be limited, to the Course will be admitted an applicant who
   (a) holds a Secondary School Graduation Diploma of the General Course with at least three options;
   (b) is a British citizen;
   (c) will be 17 years of age before September 1, 1956;
   (d) submits **either** a certificate from the Deputy Registrar-General of Births, Parliament Buildings, Toronto, **or** a declaration by one of the parents or other person cognizant of the fact, stating the place and date of his birth;
   (e) submits a certificate of good moral character signed by a clergyman or other competent authority;
   (f) passes a physical examination conducted by a medical examiner appointed by the Minister of Education;
   (g) is accepted by a Committee of Selection for the Course.
3. Applicants living in or west of Marathon, Geraldton, and Nakina should apply for admission to the Course at Port Arthur; all other applicants should apply for admission to the Course at Toronto.
4. Before final admission to the Course, each applicant is required to pass a physical examination conducted by a medical examiner appointed by the Minister of Education. The medical examination, for which a fee of $2.50 will be paid by the applicant, will be given during the opening days of the Course. In the event of the rejection of the applicant in consequence of the medical examination, the Department of Education will refund: the medical examination fee of $2.50; the return transportation cost (railway coach, or bus) between Toronto (or Port Arthur) and the applicant's place of residence in Ontario; and a sum calculated at the rate of $1.00 a day from the date of the opening of the Course until the date when the applicant was notified of his exclusion by the Principal.
5. A Committee of Selection for the Course will be appointed by the Minister of Education. Acceptance by this Committee will be required before final admission is granted to an applicant. The decision of the Committee may be based upon a test or an interview or both. In the event of the rejection of an applicant by the Committee of Selection after the opening of the Course, the Department of Education will refund expenditures where applicable on the basis outlined in Section 4 of this Memorandum.
6. A student attending the Course will be reimbursed by the Department of Education for the cost in excess of $5.00 of return fare (railway coach, or bus) between Toronto (or Port Arthur) and his home centre in Ontario.

(OVER)

7. A candidate who completes successfully the 1956 Pre-Teachers'-College Summer Course, First Year, will be granted a Temporary Certificate valid for the school year 1956-57 in the public and separate schools of Ontario.

CALENDAR OF THE SUMMER COURSE

1. Students shall register on Tuesday, July 3, and shall attend regularly throughout the Course. The daily session shall be from 8 a.m. to 1 p.m. Saturday shall be a holiday.
2. The Principal may at any time dismiss from the Course students who in his judgment and that of the staff are lacking in scholarship, personality, or other qualities desirable in a teacher, or whose conduct or progress or attendance is unsatisfactory.
3. Throughout the Course, records will be kept based upon the written and practical work of the students. A student who obtains 66 per cent in any subject on such records may, on the recommendation of the staff, be exempted from writing the final examination in that subject.
4. During the last week of the Course students who are not exempted will write on final examination papers as follows: School Management; Principles of Teaching; English; Arithmetic; Social Studies; Primary Reading.
5. A student who is exempted or who at the final examination obtains 60 per cent of the marks assigned to each paper on which he is required to write will be granted a Temporary Certificate valid in the public and separate schools of Ontario for the school year 1956-57.
6. A candidate who submits a statement signed by the Inspector concerned that he has taught successfully in the public or separate schools of Ontario for at least six months during the school year 1956-57 on a Temporary Certificate obtained through attendance at the Pre-Teachers'-College Summer Course, First Year, 1956, will be admitted to the Pre-Teachers'-College Summer Course, Second Year, to be conducted in 1957. Upon successful completion of the Second Year Summer Course, and upon submission of a certificate of at least a further six months of successful teaching experience in the public or separate schools of Ontario during the school year 1957-58, the candidate will be eligible for admission in September, 1958 to a Teachers' College in a one-year Completing Course leading to an Interim Elementary-School Teachers' Certificate.

Application forms for admission to the First year Pre-Teachers'-College Summer Course may be obtained from the Deputy Minister of Education, Parliament Buildings, Toronto, after February 1, 1956, and should be returned to him, with certificates of birth, character, and academic standing, by April 1, 1956. As the number of admissions to the Course may have to be limited, early application is advisable. No assurance can be given that applications received after April 1 will receive consideration.

Applicants who do not yet hold the Secondary School Graduation Diploma of the General Course but who will be candidates for the Diploma in June, 1956, are eligible to apply before April 1, but such applicants should enclose a statement from their Secondary School Principal to the effect that they will be candidates for the Diploma in June, 1956. No applicant, however, will be permitted to enrol in the Course who cannot produce proof by July 3 that he holds the academic standing required for admission.

C. F. Cannon

Deputy Minister of Education.

TORONTO, February 1, 1956.

Circular 609
2500-55-4177

not sent to
Sec.-Sc. Principals
Is sent direct to teachers
concerned
& to inspectors

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM

RE

PRE-TEACHERS'-COLLEGE SUMMER COURSE

Second Year, 1956

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1. The Minister of Education announces that the Pre-Teachers'-College Summer Course, Second Year, leading to a Temporary Certificate, valid for the school year 1956-57 in the public and separate schools of Ontario, will be conducted in Toronto and Port Arthur, from July 3 to August 10, 1956.

2. To the Course will be admitted an applicant who
   - (a) submits a Temporary Certificate gained through successful attendance at the Pre-Teachers'-College Summer Course, First Year, 1955, with an Inspector's certification thereon of at least six months of successful experience in the public or separate schools of Ontario during the school year 1955-56;
   - (b) has passed the required medical examination in 1955, or who completes such an examination successfully in 1956.

3. Applicants living in or west of Marathon, Geraldton, and Nakina should apply for admission to the Course at Port Arthur; all other applicants should apply for admission to the Course at Toronto.

4. A student attending the Course will be reimbursed by the Department of Education for the cost in excess of $5.00 of return fare (railway coach, or bus) between Toronto (or Port Arthur) and his place of residence in Ontario.

5. A candidate who completes successfully the 1956 Pre-Teachers'-College Summer Course, Second Year, will have the validity of his Temporary Certificate in the public and separate schools of Ontario extended for the school year 1956-57.

CALENDAR OF THE SUMMER COURSE

1. Students shall register on Tuesday, July 3, and shall attend regularly throughout the Course. The daily session shall be from 8 a.m. to 1 p.m. Saturday shall be a holiday.

2. The Principal may at any time dismiss from the Course students who in his judgment and that of the staff are lacking in scholarship, personality, or other qualities desirable in a teacher, or whose conduct or progress or attendance is unsatisfactory.

(OVER)

3. Throughout the Course, records will be kept on the written and practical work of the students. A student who obtains 66 per cent in any subject on such records may, on the recommendation of the staff, be exempted from writing the final examination in that subject.

4. During the last week of the Course, students who are not exempted shall write on final examination papers as follows: School Management; Principles of Teaching; English; Arithmetic; Social Studies; Science.

5. A student who is exempted or who at the final examination obtains 60 per cent of the marks assigned to each paper on which he is required to write will be granted a Temporary Certificate valid in the public and separate schools of Ontario for the school year 1956-57.

6. A candidate who submits a statement signed by the Inspector concerned that he has taught successfully in the public or separate schools of Ontario for at least six months during the school year 1956-57 on a Temporary Certificate, the validity of which has been extended through successful attendance at the Pre-Teachers'-College Summer Course, Second Year, 1956, will be eligible for admission in September, 1957, to a Teachers' College in a one-year Completing Course leading to an Interim Elementary-School Teacher's Certificate.

Application forms for admission to the Pre-Teachers'-College Summer Course, Second Year, may be obtained from the Deputy Minister of Education, Parliament Buildings, Toronto, and should be returned to him with the applicant's Temporary Certificate, endorsed with respect to the required successful teaching experience by the Inspector concerned, not later than June 1, 1956.

C. F. Cannon

Deputy Minister of Education.

Toronto, February 1, 1956.

1955-56:22
4000

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS

1. Part-time Marking of Correspondence Courses

During the last few years the Department has followed the plan of having its lessons for Correspondence Courses in Grades IX to XIII marked outside on a part-time basis by teachers in the Secondary Schools who have been found to be outstanding in their ability to organize and present the work in their subjects. As the enrolment in the courses grows, the need for markers increases, and Secondary School Principals in any part of the province are now being asked to inform teachers interested in becoming markers for the Correspondence Courses Branch that they are invited to apply to the Director, Correspondence Courses Branch, 206 Huron Street, Toronto.

It is suggested that principals give this information only to teachers who are considered suitable for this work and likely to be interested in it. Applicants should state the subjects and grades which they prefer. For the present school year teachers of English especially will be needed. It should be understood that every person applying will not necessarily be appointed. However, their names will be placed on a list from which markers will be selected as they are required. Markers selected are those who know the subject matter thoroughly, who are teaching successfully in the classroom, and who would be in sympathy with the needs of students, generally adults, who are compelled to study by Correspondence when no other method is available. Payment to those appointed will be made on a per-lesson basis.

2. Telephone Service Booklet

The Canadian Geographical Society has made arrangements for the distribution of a booklet entitled TELEPHONE SERVICE ACROSS CANADA to all secondary schools in the province. It is suggested that these be made available to teachers and pupils who are interested through the services of the school library.

L. S. Beattie

L. S. Beattie
Superintendent of Secondary Education.

TORONTO, February 8, 1956

1955-56:23
4500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS AND SECRETARIES OF SECONDARY SCHOOL BOARDS

Re Application for Letters of Permission

Basic teaching qualifications required in the secondary schools are as follows: High School Assistant's Certificate; Vocational Certificate (for Vocational subjects only); Letter of Standing; First Class Certificate (for Continuation Schools only).

1. A School Board which has employed during the present school year (1955-56) a teacher who does not hold the necessary basic certificate, in accordance with the Regulations, is required to advertise the position prior to May 1, but not earlier than April 1, in a newspaper having a provincial circulation, unless the teacher concerned is able to complete his basic teaching qualifications by September 1, 1956, and gives a written assurance to do so.

2. A Board which has employed during the present school year a teacher who holds the proper basic certificate mentioned above, but who does not hold the special certificate required by the Regulations for the teaching of a particular subject is not required to advertise the position if the teacher gives assurance in writing to his Board that he will attend a summer course in 1956 to improve his standing or complete his qualifications for this special certificate.

3. A Board, when making application to engage a teacher who is eligible to attend the special summer courses leading to the High School Assistant's certificate, should follow the detailed instructions outlined in the Memorandum titled - Steps required re applicant taking special summer courses (first year).

4. If a position has not been filled under the conditions listed in paragraphs 1, 2, or 3 before Friday, June 10, the Board must advertise the position after that date. If, after advertising, the Board is unable to obtain a qualified teacher, the Secretary of the Board shall write to the Department within thirty days of the final date of the advertisement asking for Form 700, which is to be used when applying for a Letter of Permission.

5. A Board which is advertising for a teacher should mention the subjects which are to be assigned to the teacher.

6. A Board should not make application for a Letter of Permission to employ a person who has already taught on Letters of Permission for a period of three years.

C F Cannon

TORONTO, February 3, 1956.

Deputy Minister.

1955-56: 24
4500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS AND SECRETARIES OF SECONDARY SCHOOL BOARDS

Re: **Forms to be used by Secretaries of Boards when making application for Letters of Permission.**

When requesting permission to engage an unqualified teacher in the day classes of a secondary school, the revised Form 700 should be used.

Application for permission to employ unqualified persons in evening classes should be made on the new Form 701.

Secretaries and Principals are advised that Form Tech. 19 (Application for Permission to Engage Unqualified Teachers for Vocational Schools) has been discontinued, and copies in their possession should be destroyed. Henceforth, Form Tech. 20 (Record of Attainments of Applicant for Teaching Course or Temporary Standing) will be known, on reprinting, as Form 702.

L. S. Beattie

L. S. Beattie
Superintendent of Secondary Schools.

TORONTO, February 6, 1956.

Exam. Circular 40
200 - February, 1956

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM

To Principals of Schools offering Vocational Courses leading to Secondary School Graduation Diplomas

The Principals of Vocational Schools and other Secondary Schools offering approved Vocational-Commercial courses have, with the approval of the local school authority, adopted a practice of placing, during the latter part of the school year, certain pupils of the fourth year (Grade XII) in positions in offices and in industries for which they have been specifically trained.

The positions chosen are such that the pupils meet in actual practice conditions which they have been taught to face during their school work. While at work these pupils are kept under supervision and may seek and obtain advice from the school whenever it is needed.

In the belief that the practice, if properly carried out, tends to link the schools more closely with the work in business offices and industrial plants, the Minister has ruled that Ontario Secondary School Graduation Diplomas may be granted to such pupils registered in Vocational courses, provided that:

(a) they are recommended by their Principals to be well above average in their term work and tests,

(b) they are not released from school for such practical experience earlier than May 1 of their fourth year, and

(c) the Principals obtain favourable reports on the work of these pupils from their employers.

Note: This memorandum applies only to pupils enrolled in the regular four-year Vocational Courses. It does not apply to pupils enrolled in special one-year courses at the Grade XII level.

Sent to
Principals of schools
offering Voc. courses
leading to Diplomas (4 year)
not One-year special

C. F. Cannon
Deputy Minister.

TORONTO 2, February 17, 1956

Surplus in
Sec. Educ. Branch

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL INSPECTORS

RE COLLECTION OF INFORMATION

Will you please collect and submit by May 1, 1956, the following information. It should be set down, as concisely as possible, on inspectors' loose-leaf sheets. A separate sheet should be used for each section, with each subsection clearly numbered. By May 1 the completed sheets should be returned to the Superintendent of Secondary Education. Returns will then be summarized, and will be discussed during the June conference.

Section I. List, in order of merit for (a), (b), and (c):

(a) five outstanding principals in your inspectorate;
(b) five potential principals in your inspectorate;
(c) five outstanding teachers in the province in your special subject field or fields;
(d) teachers who have proved to be complete failures. Give reasons.

Section II. Make a general estimate of the extent to which, in your inspectorate,

(a) curriculum committees are still active;
(b) Social Studies is replacing History and Geography in the school programme;
(c) special attention is being given to
    (1) slow learners
    (2) gifted pupils;
(d) "Literary Heritage", edited by Dr. Pidgeon, is being used as a classroom textbook by English teachers; (Any comments, favourable or otherwise, would be appreciated.)
(e) religious instruction is being carried on or planned for the future.

Section III. Make a general report on the extent to which, in your inspectorate,

(a) principals are assuming their duties of classroom supervision;
(b) vice-principals and heads of departments are being assigned and are accepting responsibility for administration and leadership;
(c) graduates of the ten-week special summer course are measuring up to their duties.

Section IV. Suggest any improvements which might be made in

(a) the numerical rating scheme;
(b) the 4-year plan of inspection;
(c) the organization and conduct of general inspections;
(d) the coordination of inspectoral services.

Note - For non-resident inspectors the term inspectorate refers to the schools which have been inspected during the past year. We are not unduly concerned about the possibility of overlapping information.

L. S. Beattie

L. S. Beattie
Superintendent of Secondary Education.

TORONTO, December 21, 1955.

1955-56:25
4,000

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS AND
SECRETARIES OF SECONDARY SCHOOL BOARDS

Re Ratings on Applicants for Teaching Positions

The following suggestions are made in order that ratings on applicants for teaching positions may be given as expeditiously as possible to accredited representatives of Secondary School Boards.

1. All requests by telephone should be made to Empire 3-1211, local 2669. Every call should be prefaced by a request for "rating on teachers". The person placing the call should give his name, position, address, and telephone number. The list of applicants submitted should be arranged alphabetically and should indicate the school at which each teacher is now employed or was last employed. It is essential that each applicant's surname and initials be clearly given. Ratings cannot be given on teachers who have left the profession more than five years ago since their names do not appear on our current files, Requests for ratings on teachers-in-training should be made at the Ontario College of Education.

2. If the inquiry is received by telephone, telegraph, or letter, the reply will be given in kind, unless otherwise requested. It will be made as soon as the necessary information can be assembled. It is hoped, therefore, that you will understand that some delay in reply may be unavoidable.

3. In view of the fact that thousands of inquiries are being received, only one call should be made regarding any list of applicants, and only the names of the most suitable applicants should be submitted. Not more than five applications for any one teaching position should be presented for rating. Replies will, of necessity, be limited to general terms, such as, outstanding, excellent, very good, good, fairly good, unsatisfactory. More detailed comments may be made on applications for the position of Principal, Vice-Principal, or Head of department.

4. It is essential that all information given be treated in the strictest confidence, and it is understood that no ratings will be requested except for positions which have been advertised.

L. S. Beattie

L. S. Beattie
Superintendent of Secondary Education.

TORONTO, February 17, 1956.

1955-56:26
4,500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS AND
SECRETARIES OF SECONDARY SCHOOL BOARDS

Re Teachers-in-Training on Special Summer Courses Leading to the
Interim High School Assistant's Certificate, Type B

It is understood that, if a teacher-in-training has been recommended by the Principal and the Secondary School Inspector concerned for attendance at the five-week special summer course, he may attend whether or not his contract has been renewed by the Board by which he has been employed.

Some teachers-in-training may, of their own volition, seek employment with another Board for the second year of teaching. They are at liberty to do so provided that they submit their resignations and make application in accordance with normal procedure. If, in such a case, a teacher submits his resignation, which is accepted, but fails to obtain a second teaching position, he is still eligible to attend the five-week summer course provided that he has received the necessary recommendations.

If either the Principal or the Inspector fails to recommend a candidate for admission to the five-week summer course, the teacher-in-training cannot proceed further through summer courses toward qualification as a secondary school teacher.

The Minister of Education has recently made a ruling to the effect that teachers-in-training who hold Interim First Class Certificates are to be excused from attendance at the five-week summer course. Nevertheless, they require the recommendation of both Principal and Inspector as an evidence of a year's successful teaching in order to obtain an Interim High School Assistant's Certificate, Type B.

L. S. Beattie

L. S. Beattie
Superintendent of Secondary Education.

TORONTO, February 22, 1956.

1955-56:27
4500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS

Re Standards of Promotion and Recommendation

The work of Grades IX and X of the General Course as organized in most secondary schools not only furnishes each pupil with the opportunity of exploring the early stages of the various courses leading to a graduation diploma, but also provides principal and parents with valuable information as to the likelihood of the pupil's attaining that objective. In Vocational or Composite Schools, if the pupil knows definitely that he wishes to take a Commercial or Industrial Course, he usually has the opportunity to select one of these courses rather than the General Course. It follows that, while every reasonable effort should be made to encourage boys and girls to remain at school until the end of Grade X and to obtain their Intermediate Certificates, it should also be made clear to them that only a definitely satisfactory standing at the end of that grade warrants their promotion and the hope that they will be able to handle successfully the more specialized instruction of Grades XI and XII in whatever course they may have selected. Especially after the period of compulsory School attendance has been completed, it is reasonable to expect the pupil to justify by his effort and also by his attainment the privilege of continued attendance at secondary school. With this in mind, the following suggestions are offered to principals regarding standards of promotion and of recommendation for secondary school graduation diplomas.

1. Whereas consideration may justifiably be given to promoting a Grade IX pupil who has failed in a particular subject but has a reasonably high over-all percentage, there seems little justification for allowing a pupil to continue, into Grade XI, a subject in which he has failed to show satisfactory progress during his first two years. The subject, if obligatory for a graduation diploma, should be repeated in Grade X; if optional, it should be repeated or dropped, in the latter case being replaced where possible by a more promising option available in Grade XI, for which any prerequisite course has been taken in Grade IX or X. (See Circular H.S.1, page 3, note 4.)

2. Even greater care should be exercised at the end of Grade XI, since the pupil has now had a further year to prove his ability to earn a graduation diploma. In particular, only after careful consideration should Grade XI pupils who have failed in any subject which is not continued into Grade XII be allowed to proceed with the regular Grade XII programme. If the Principal assumes the responsibility of allowing such pupils to proceed, but is unable to make the necessary time-table arrangements for a review of the year's work in the subjects in which they have failed, he should advise them to review the work by private study and write the term tests in order to obtain standing, if possible, at the end of Grade XII. This procedure should eliminate at least some of the problems in connection with the diploma.

3. The Principal assumes an even greater responsibility when he permits a pupil to take Grade XIII classes in a subject in which he has not obtained Grade XII standing. Often the pupil is most anxious to do this and is unduly optimistic of his chances of success. Unfortunately, in too many such cases the pupil fails at the end of the year to obtain even 40% on the Grade XIII examination and, when he receives his Departmental certificate, is dismayed to find that he has not even cleared up his Grade XII failure. He appeals his Grade XIII paper and occasionally obtains at least 40% on a re-reading. Much more frequently, however, the paper does not merit the required 40%. In such cases, the Department has no power to grant Grade XII standing; the pupil has once more failed to qualify for the Secondary School Graduation Diploma, and the Principal is likely to be blamed for permitting this unfortunate situation to develop.

(over)

In the great majority of such cases, it is unfair to both teacher and pupil to permit the pupil to proceed to the work of Grade XIII in a subject in which he has failed. If, however, the Principal feels that he should do so, it is suggested that he protect himself by offering to the pupil an opportunity of clearing up his Grade XII failure *AT THE END OF HIS GRADE XIII YEAR* and by obtaining from the pupil's parents a written acknowledgement of their approval of the situation. He, with his staff, should also consider, at the appropriate time, whether the pupil's mark on his Grade XII tests or on his Grade XIII work during the year warrants a recommendation on the Grade XII level and, presumably, the completion of the requirements for the Secondary School Graduation Diploma.

4. The Principal has the authority and must accept final responsibility for the decisions regarding Grade XII graduation. He should, however, protect himself by seeking the participation and concurrence in such decisions of representatives of the teaching staff and by setting up as fair and as uniform a procedure as possible for handling all borderline cases. Certain suggestions may be in order.

(a) Every endeavour must be made to maintain a reasonable standard in Grade XI and Grade XII tests and examinations. To this end, attention should be paid to the following:

- (i) A comparison of recent Grade XII percentages of passes in the various subjects with the Departmental results of the corresponding groups in Grade XIII.
- (ii) Any Departmental "over-and-under" records of the teachers concerned.
- (iii) Any help which can be obtained from the study of examination papers set by experienced and capable teachers in other schools or by committees of teachers such as those recently appointed by the O.S.S.T.F. Education Committee to compile specimen sets in different subjects.
- (iv) A reasonable combination of term work, including assignments, exercises, and tests, along with the results of term examinations in arriving at a mark for the year in each subject. Some schools use a weighting system such as 1:2:3 or 2:3:5 for the fall term, the winter term, and the spring term marks respectively.

(b) Certain basic principles should govern the procedure to be followed by Promotion and Recommendation Committees:

- (i) A mark of 49 should be changed to 50 and one of 48 should be avoided if at all possible.
- (ii) Some consideration, on a suitably graded basis, should be given to over-all excellence as compensating for deficiencies in particular subjects. Appropriate limits must, of course, be set so that pupils do not undertake Grade XIII work in subjects in which they are very weak.
- (iii) Possibly some allowance should be made in the case of a failure (by a limited number of marks) where the pupil has compensatory marks in a closely-related paper, such as Algebra and Geometry; Physics and Chemistry. If a candidate fails by a few marks in a subject of this kind, consideration might be given if the number of marks above 50 in the better paper is at least double the deficiency in the paper on which he has failed.

(c) It is further suggested that principals and Guidance personnel should, as early as possible in the school year, impress upon the pupils of Grade XII in the General Course and upon those in Grade XII of a Vocational Course who contemplate work in Grade XIII, the fact that mere credit standing in a Grade XII subject does not justify the hope of success in that subject in Grade XIII. Experience has shown that a mark of at least 60% in a particular subject and an even higher percentage on the total give a more realistic indication of readiness for advanced work.

L. S. Beattie

L. S. Beattie
Superintendent of Secondary Education.

Toronto, March 5, 1956.
4500-55-4729

1955-56:28
4,500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS AND
SECRETARIES OF SECONDARY SCHOOL BOARDS

1. Capital Expenditures

To ensure an understanding of the responsibility of Municipal Councils with regard to capital expenditures for any undertaking, the cost of which is to be raised in a subsequent year or years or provided by the issue of debentures, the attention of Secondary School Boards is directed to subsections 1 and 2 of section 67 and section 68 of The Ontario Municipal Board Act.

The attention of Secondary School Boards is also called to subsection 2 of section 32 of The Secondary Schools and Boards of Education Act, 1954, in which is set forth the limitation with respect to capital expenditures out of current funds in any one year without authorization by The Ontario Municipal Board.

2. Medical Examinations of Recently-Certificated Teachers

Secretaries of Secondary School Boards are hereby reminded that a teacher who has received his basic teaching certificate since 1935 has undergone a medical examination, including a chest X-ray during his teacher-training year. This means that a 1956 graduate of the Ontario College of Education has had such an examination during the school year 1955-56. Similarly, a teacher who has been granted a Letter of Standing has had a medical examination immediately prior to the date of his teaching certificate.

3. Canadian Paintings in Hart House

The University of Toronto Press has recently announced the production of a new book entitled CANADIAN PAINTINGS IN HART HOUSE. This appears to be an excellent publication of historical interest. It should be suitable as a reference book in secondary school libraries, and it is available at a reasonable cost.

4. National Wild Life Week, April 8 to 14, 1956

The Jack Miner Migratory Bird Foundation, Incorporated, is sponsoring National Wild Life Week, April 8 to 14, inclusive. The purposes are to stimulate public interest in nature and to develop an appreciation of the value of the conservation of wild life. Some teachers on your staff may be interested in calling this matter to the attention of pupils in their classes in connection with the conservation of natural resources.

L. S. Beattie

L. S. Beattie
Superintendent of Secondary Education.

TORONTO, February 29, 1956.

1955-56:28
4,500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS AND
SECRETARIES OF SECONDARY SCHOOL BOARDS

1. Capital Expenditures

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L. S. Beattie

L. S. Beattie
Superintendent of Secondary Education.

TORONTO, February 29, 1956.

1955-56:29
3500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS
ELEMENTARY SCHOOL INSPECTORS

Re: Scholarships for Study Outside Ontario

Principals and Inspectors are asked to bring to the attention of teachers who may be interested the Department of Education Scholarships for Study Outside Ontario. These Scholarships are awarded for the purpose of enabling residents of Ontario to pursue courses of study outside Ontario.

The courses of study shall be those prescribed by a school, university, or other institution outside Ontario and approved by the Chief Director of Education.

The awards will be made upon the following conditions:

1. The Minister of Education may recommend from time to time, for appointment by His Honour the Lieutenant-Governor in Council, the names of teachers holding Ontario teaching certificates for study outside Ontario, each of whom shall hold a Scholarship of $1,500 per annum, for one year and payable in two instalments during that period. A Scholarship shall not be renewable.

2. The holder of a Scholarship shall be a resident of Ontario, and shall hold a degree from an Ontario University.

3. Applications for Scholarships must be made in writing, and must be supported by evidence of academic and professional standing, and general fitness to undertake post-graduate study. The applicant shall state the course of study he proposes to pursue.

4. Each teacher accepting a Scholarship shall sign an agreement to give at least three years' service to the Province of Ontario in educational work on completion of his course. On returning from the course the teacher shall notify the Department of the work he proposes to pursue in the Province, and, if at any time circumstances are such that he cannot complete the three years' service, the Department shall be notified of the facts of the case. The Minister may cancel the agreement if he decides that the circumstances warrant such action.

5. A teacher who wishes to apply for a Scholarship should write to the Department for a copy of Ontario Regulations 175/54, Scholarships for Study Outside Ontario.

6. Applications shall be submitted to the undersigned on or before May 1, 1956. The awards will be announced prior to May 15, 1956.

J.G. Althouse
Chief Director of Education.

TORONTO, March 15, 1956.

1955-56:30
4500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re Revisions to the Ontario School Record System

To keep the Ontario School Record System functional it was decided to make desirable revisions in the various forms at five-year intervals. Enclosed (for the secondary schools only) are the following forms of the Ontario School Record System which were recently revised and are available from the Guidance Centre at the Ontario College of Education.

1. The Ontario School Record Folder Part II. This is the cumulative record folder designed for Grades IX to XIII, which should follow the pupil from school to school, and be retained in the last secondary school which the pupil attends. The elementary school record folder (OSR I) should be filed inside this folder.

2. The Ontario School Record Student Information Form. This form is used in conjunction with the OSR II folder mentioned above. Information is readily transferable from this questionnaire to the folder. Information on pupils can be kept up-to-date by having them fill out this form at the beginning of each school year.

3. The Manual for the Ontario School Record System. This manual explains the use of the Ontario School Record System in both Elementary and Secondary Schools.

The revision of the Ontario School Office Record Part II was completed at an earlier date and sample forms were distributed along with a memorandum to Principals of Secondary Schools and dated June 23, 1955.

It is not planned to make any further revisions to the Ontario School Record System until 1960.

The use of the Ontario School Record System is recommended for the following reasons:

1. It permits the coordination of all school records under one system.

2. The system permits easy transfer of records from school to school, with each school retaining on file essential information on the Ontario School Office Record - Part II.

(over)

3. These records provide a picture of the growth, development and achievement of individual pupils at a given time.

At least 90 per cent of the Elementary Schools in the Province have introduced the Ontario School Record System. Secondary Schools in increasing numbers are using the Ontario School Record System for official school records as well as for guidance purposes. It is hoped that this trend will continue and will lead to a unified system of records throughout the Elementary and Secondary Schools.

L.S. Beattie

L. S. Beattie
Superintendent of Secondary Education.

TORONTO 2, March 21, 1956.

1955-56:31
4500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS AND
SECRETARIES OF SECONDARY SCHOOL BOARDS

1. Ruling re Teachers-in-Training who hold Interim First Class Certificates

Some misunderstanding seems to have arisen because of misinterpretation of paragraph 4 of Memorandum 1955-56:26 to Principals of Secondary Schools and Secretaries of Secondary School Boards re teachers-in-training on special summer courses leading to the Interim High School Assistant's Certificate, Type B.

Paragraph 4 in that memorandum reads as follows:

> "The Minister of Education has recently made a ruling to the effect that teachers-in-training who hold Interim First Class Certificates are to be excused from attendance at the five-week summer course. Nevertheless, they require the recommendation of both Principal and Inspector as an evidence of a year's successful teaching in order to obtain an Interim High School Assistant's Certificate, Type B."

The reference to teachers-in-training and to special summer courses indicates that this memorandum deals only with teachers-in-training who have already attended the special ten-week summer course leading to a Letter of Standing and who would, after a year of successful teaching in secondary schools on Letters of Permission, normally proceed to attend the five-week special summer course leading to the Interim High School Assistant's Certificate, Type B.

This ruling does not apply to elementary school teachers who have not attended the special ten-week summer course but who are eligible to attend the regular summer course leading to the High School Assistant's Certificate, Type B, as listed in the annual General Announcement of Summer Courses conducted by the Ontario Department of Education.

2. Patent Institute of Canada

The Patent Institute of Canada is a representative group of patent attorneys and solicitors specializing in matters pertaining to patents, trade marks, copyright, and industrial designs, and interested in the protection of all types of inventions or discoveries, devices and production of art, science, industry, and commerce. The Patent Institute is ready to provide information about its purpose and its work and to provide speakers if so desired. Further information regarding this professional institution may be obtained by communicating with Mr. Eric L. Medcalf, Honorary Secretary-Treasurer, Patent Institute of Canada, 70 Gloucester Street, Ottawa 4, Ontario.

L. S. Beattie

L. S. Beattie
Superintendent of Secondary Education.

TORONTO, March 16, 1956.

1955-56:32
4500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS AND
SECRETARIES OF SECONDARY SCHOOL BOARDS

1. Ontario Hospital Association Pamphlets

In recent years the Ontario Hospital Association has prepared and distributed interesting pamphlets regarding the importance of hospitals in the community. These will be sent to secondary schools throughout Ontario again this year. The Ontario Hospital Association hopes by this means to call attention to the vital services rendered by our community hospitals and to the opportunities for useful careers which are offered in connection with hospital work. The Department of Education feels that these pamphlets will be of interest to young people in our schools. This year this material will be mailed directly to secondary schools so that they will reach your school at the beginning of the spring term. You should receive a sufficient number of the pupils' pamphlets to supply all who are enrolled in Grade IX. If your supply is insufficient, you may obtain as many as you need by addressing your request directly to the Ontario Hospital Association, Toronto 5.

2. French Summer School Scholarships

The French Summer School of McGill University have announced a scholarship for $150, offered by the Secretariat of the Province of Quebec for an English-speaking Canadian who teaches French in a Canadian High School, College, or University. This scholarship covers more than half the total fee for tuition, board, and residence at the School.

In addition, seven scholarships granted by McGill University and the French government will be offered to students of Colleges and Universities in Canada and the United States. These range in value from $75 to $135, and may also be offered to teachers worthy of assistance.

Applications for these scholarships should reach the School Secretary on or before May 30, 1956.

The Programme of the School, as well as any further information required, may be obtained by writing to the Secretary, French Summer School, Arts Building, McGill University, Montreal 2, Quebec.

L. S. Beattie

L. S. Beattie
Superintendent of Secondary Education.

TORONTO, March 16, 1956.

1955-56:33
4500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS AND
SECRETARIES OF SECONDARY SCHOOL BOARDS

Steps Required re Applicant Taking Special Summer Courses

The following outline of the steps required in the employment of applicants who intend to take special summer courses leading to the High School Assistant's Certificate, Type B, is intended for the information and direction of Boards and applicants. Secretaries of Boards are requested to discuss the procedure as outlined below with any such applicant whom they intend to employ. It is essential that the procedure as outlined be followed carefully.

1. The Board advertises as required after April 1. (Circular 623 and Circular 1955-56:23).

2. Failing to obtain a qualified applicant, the Board applies for a Letter of Permission, on Form H.S.700, to employ an applicant who undertakes to attend the special summer courses. Boards are reminded that applications for Letters of Permission may not be made until at least three days have elapsed after the final day of advertisement. If this condition is not observed, such applications will not be considered.

3. Letters of Permission for admission to the special summer course will not be issued unless application has been made on Form H.S.700 by June 8, 1956.

4. If the Letter of Permission is granted, it is sent from the Department of Education to the Secretary of the Board, and a copy is given to the Ontario College of Education.

5. The Board then enters into a contract, which is subject to the applicant's admission to the first summer course. The Board then instructs the applicant to submit his copy of the contract immediately to the Ontario College of Education and to ask for a form of application for admission to the summer course.

6. Application for admission to this course must be made by June 11, 1956.

7. If the application is accepted, a copy of the letter of acceptance will be mailed to the Board by the Ontario College of Education. If it is not accepted, the Ontario College of Education will return its copy of the Letter of Permission to the Registrar of the Department of Education for cancellation.

8. The Department of Education will notify the Board that the Letter of Permission has been cancelled.

9. If accepted, the applicant will take the first summer course, beginning June 18, 1956. Enrolment in this course will be closed on June 19.

10. After the successful completion of the first summer course, the applicant will be granted a Letter of Standing valid for one year.

11. If the applicant does not complete the summer course successfully, the Letter of Permission will be considered valid for the school year, but may not be renewed.

12. A Board which intends to engage a teacher who is eligible to attend the special summer courses leading to the High School Assistant's Certificate, Type B, shall require of the applicant a written undertaking to attend the special course this summer.

The following statement shall therefore be signed by the applicant where a Letter of Permission is requested, and where the applicant undertakes to attend the special summer courses as outlined in the Memorandum of January 16, 1956, regarding special summer courses leading to the High School Assistant's Certificate, Type B (Circular 623).

When this statement has been signed by the applicant, it shall be attached to the application for permission to engage an unqualified teacher (Form H.S.700).

If Secretaries require additional copies of this Memorandum, they will be sent on request.

L.S. Beattie

L. S. Beattie
Superintendent of Secondary Education.

TORONTO, March 16, 1956.

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This is to certify that I hold a degree from

. . . .
(Name of University)

and that I will apply for admission to the special ten-week summer course this year if the . . . . Board obtains a Letter of Permission for my employment and engages me under contract, subject to admission to the summer course.

. . . .
(Signature of Applicant)

Date . . . . 19. .

. . . .
(Name of Applicant Printed)

1955-56:34
3500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS

This was promised
in Form 94 for 1955-56:34

Re Section 5 of The Department of Education Act, 1954

Section 5 (d) of The Department of Education Act, 1954, reads as follows: For the purpose of calculating legislative grants, the Minister may add to the actual aggregate attendance of a school the number of days' attendance lost by pupils who were absent from school in the month of June when their regular classroom work was discontinued because of the holding of examinations which they were not required to write.

In order to provide uniformity and to ensure that Boards may receive the full grant to which they are entitled under Section 5 (d) of The Department of Education Act, 1954, you are requested to instruct those concerned to mark the Daily Register of Attendance in conformity with the plan outlined below.

1. Only those pupils who are in actual daily attendance up to and including June 11, 1956, or who are on work experience under Exam. Circular 40 dated February 17, 1956, shall be marked present in the Daily Register of Attendance.

2. All final examinations in Grades IX to XII inclusive shall take place after June 11, 1956, on such dates as the principal may determine, and each pupil of Grades IX to XII inclusive who writes these examinations shall be marked with a "G" in the Daily Register of Attendance for each school day from June 12 to June 29, 1956, inclusive.

3. Each pupil of Grades IX to XII inclusive who has been in regular attendance up to June 11, 1956, and who may be excused from the examinations because of superior standing during the school year shall be marked with a "G" in the Daily Register of Attendance for each school day from June 12 to June 29, 1956, inclusive.

4. Each pupil who writes one or more Grade XIII Departmental examination papers shall be marked with a "G" in the Daily Register of Attendance for each school day from June 12 to June 29, 1956, inclusive.

C. F. Cannon

Deputy Minister.

TORONTO, March 29, 1956.

1955-56:35
3500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS AND SECRETARIES OF SECONDARY SCHOOL BOARDS

Re Ten-week Summer Course Teachers;
Teachers on Letters of Standing

Some problems have naturally arisen with respect to the status of some teachers-in-training who have taken the ten-week summer course at the Ontario College of Education and also with regard to teachers from other provinces or other countries of the Commonwealth who have been granted a Letter of Standing. The following statements should help to resolve some of these problems.

1. A Letter of Standing obtained by a qualified teacher from another province or another country of the British Commonwealth is valid in Ontario for one year and is not renewable in case the work of the teacher concerned fails to justify recommendation for a High School Assistant's Certificate.

2. Teachers from other provinces or countries of the Commonwealth are eligible to apply for teaching positions on the same basis as if they were qualified teachers as soon as they have been notified by the Ontario College of Education that they have been recommended for a Letter of Standing. They should not apply to the Registrar of the Department of Education for the Letter of Standing until they have actually obtained a position. This would obviate the confusion which sometimes arises when a Letter of Standing is granted but not used until the following school year.

3. Teachers-in-training who are now completing the ten-week course but who cannot be recommended by the Principal and the Inspector concerned for the five-week course may not proceed with their training. In other words, they are not permitted a second year's trial in the schools before proceeding with the five-week course. They may, however, be employed on a Letter of Permission after June 10 in accordance with the requirements as outlined in Memorandum 1955-56:23, dated February 3, 1956.

L. A. Beattie

Superintendent of Secondary Education.

TORONTO, April 16, 1956.

Dr. Brown

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL INSPECTORS

1. New Departmental Appointment

You will be interested to know of the appointment of Mr. A. E. Stacey to the position of Superintendent, Business Administration, Department of Education, effective from April 1, 1956. We extend our heartiest congratulations to Mr. Stacey on this appointment.

2. Biographical Material

If you have not already done so, you are again requested to submit a brief biographical sketch of yourself for our office records. We are occasionally asked for this information and would like to have a complete file on our inspection staff.

3. Applicants for Five-Week Summer Course

You are reminded that April 23 is the last day for reporting on applicants for the five-week summer course. If you wish additional copies of the blank form on which to report the teachers, these are available in the office.

4. C.E.A.-Kellogg Short Course

Mr. E. J. Davies and Mr. E. R. McClellan will be leaving shortly for the west to attend the 1956 C.E.A.-Kellogg Short Course at the University of Alberta in May.

5. Personal Notes

You will be pleased to learn that Miss Cameron, who has been convalescing in Florida for the past few weeks, is feeling much better than when she left Canada. We wish her continued improvement in health and shall be pleased to welcome her back to the office.

We were sorry to hear of the death of Mrs. Gamble's mother, Mrs. J. B. Warwick. Our sincere sympathy is extended to Mr. and Mrs. Gamble at this time.

You will also be sorry to learn of the death of Major J. P. Cowles who retired as Deputy Minister of Education several years ago.

R. A. Beattie

Superintendent of Secondary Education.

TORONTO, April 20, 1956.

1955-56:36
3500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS AND SECRETARIES OF SECONDARY SCHOOL BOARDS

1. Visits of Secondary School Pupils to Elementary Schools

A resolution submitted by the Ontario School Inspectors' Association suggests that an opportunity be afforded to secondary school pupils who may be interested in teaching to visit nearby elementary schools by arrangement between the principal and the inspector concerned. If a request to this effect is made by your local elementary school inspector, your co-operation will be greatly appreciated.

2. Carleton College Scholarship

A regional entrance scholarship will be available again this year to students entering Carleton College from the Province of Ontario (excepting Ottawa secondary schools). This scholarship will be awarded on the basis of outstanding achievement in secondary school studies. Copies of the announcement will be distributed to the schools concerned.

3. Delivery of Textbooks

In view of the wide freedom of choice in the selection of textbooks, it has become increasingly difficult for publishers to guarantee delivery, especially in the field of English Literature, unless secondary school principals co-operate by submitting their booklists in good time. In order to obtain better service in this regard, principals are requested to have their booklists completed and forwarded to the publishers concerned at least by the first of June. Thus publishers would find it possible to estimate the quantity required and to meet the demands of the schools before the beginning of the school year.

L. S. Beattie
Superintendent of Secondary Education.

TORONTO, April 18, 1956.

1955-56:37
3500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS AND
SECRETARIES OF SECONDARY SCHOOL BOARDS

Re: Qualification of Cadet Officers

Notification has been received from Headquarters, Central Command, that the Army will operate a seven-week course at Camp Borden from July 1 to mid-August annually, to qualify secondary school teachers from schools with Army cadet corps, as officers in the Cadet Services of Canada. To build up a reserve of officers, it has been decided to open this course to any secondary school teacher who wishes to obtain such a qualification in the Cadet Services of Canada, even though there may not be a cadet corps at the school concerned. While under training, personnel will receive pay as a 2/Lt at a rate of approximately $250-300 per month. When qualified, these teachers would be placed on the reserve list, Cadet Services of Canada, and could apply for summer employment annually at one of the cadet camps in Ontario. Qualified teachers continue to remain on the reserve list for a period of three years from their last employment. Therefore, summer employment at least once every three years results in their retention on the reserve indefinitely.

Individual correspondence should be addressed to the closest of the following Headquarters, Attention: Area Cadet Officer:

(a) Headquarters, Western Ontario Area, London, Ontario
(b) Headquarters, Central Ontario Area, Ortona Barracks, Oakville, Ontario
(c) Headquarters, Eastern Ontario Area, Kingston, Ontario.

L.S. Beattie

L. S. Beattie
Superintendent of Secondary Education.

TORONTO, April 19, 1956.

1955-56:38
6000

To be attached to all copies of Circular 58 for 1956-57.

ONTARIO
DEPARTMENT OF EDUCATION

CORRECTION

Circular 58, Prescriptions for Departmental Examinations of 1957.

At the end of the English Prescription the following notes should be added:

Note 1: Although memorization of suitable passages is not included for examination purposes, it is still part of the Course of Study.

2: The study of sight passages is recommended as a useful exercise. Questions based upon sight passages may form part of the examination.

3: Two papers will be set: (1) English Composition, (2) English Literature.

C. F. Cannon
Deputy Minister.

Toronto, May 15, 1956.

1954-56:39
3,500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS
ELEMENTARY SCHOOL INSPECTORS
TEACHERS' COLLEGE PRINCIPALS

Re Grade XIII Departmental Examinations

A. *August Grade XIII Departmental Examinations*

References: Exam. Instructions No. 5, Departmental Examinations, 1956, Page 20.
General Announcement of Summer Courses, 1956, Page 31.

1. The August Grade XIII Departmental Examinations are *not* supplemental examinations.

2. The various classes of candidates who are eligible to write in August are listed in the above-mentioned references.

3. This memorandum deals mainly with pupils who are in Grade XIII at the present time and hope to enter the One-year Course at a Teachers' College in September, 1956.

A pupil who can hope to be eligible only for admission to the Two-year Course at a Teachers' College in September, 1956, is not eligible to write in August.

4. It is hoped that the results of the June examinations will be mailed from the Department of Education to the Secondary School Principals on or about August 9th. The August examinations will commence this year on August 17th. Accordingly, there should be sufficient time for June candidates to obtain their results from their principals and, if they are eligible, to decide whether they wish to write any papers in August. In any event, no information regarding their June results will be given to candidates at the Department of Education in August.

5. A pupil who is eligible to write in August may apply to write any one or more of the papers offered (Trigonometry and Statics, Botany, Zoology, Chemistry, Algebra, Physics, English Literature, History, Geometry, English Composition, French Authors, French Literature, French Composition, Latin Authors, Latin Composition, Geography) regardless of whether he has written that paper in June.

6. A pupil who is now in Grade XIII will not be permitted to write in August unless his application for admission to the One-year Course at a Teachers' College in September, 1956, is on file in the Department of Education.

The only official application for admission to a Teachers' College is one made on either Form 631 (for University of Ottawa Teachers' College) or Form 630 (for other Teachers' Colleges). The application should be in the Department by August 6th in the case of a Grade XIII pupil who hopes to write in August.

None of the following constitutes an application for admission to a Teachers' College:
(*a*) an interview with the Committee of Selection;
(*b*) an interview with a Teachers' College principal or master;
(*c*) a letter to the principal of a Teachers' College;
(*d*) a letter to the Deputy Minister of Education.

7. Application forms and copies of the time-table for the August examinations may be obtained, upon request, from the Deputy Minister, Department of Education, Parliament Buildings, Toronto, Ontario, after July 2nd.

8. In order that there may be no misunderstanding, interested pupils should be shown the notes in the two references mentioned above where it is stated that if they write the August examinations and then fail to attend a Teachers' College during the school year 1956-57, their August certificates will be cancelled.

[OVER]

9. At present it is the belief of Departmental officials that principals of Secondary Schools cannot be expected to assume responsibility for recording the results on the August examinations in their school records unless the pupils concerned bring the additional standing to their attention. When the August certificates are forwarded to these pupils in June, 1957, it will be suggested that they get in touch with their former secondary school principals, particularily if they are then in a position to be recommended for the Secondary School Honour Graduation Diploma.

10. Pupils who are in Grade XIII at the present time are not eligible to attend the Grade XIII summer courses provided by the Department of Education for teachers.

Additional information of particular interest to Inspectors and Teachers' College Principals.

11. On pages 19 and 32 of the General Announcement of Summer Courses will be found information regarding the eligibility of Pre-Teachers' College Summer Course students and of students in the Two-year Course at a Teachers' College to attend the Grade XIII Summer Courses and to write the August Examinations.

B. *Grade XIII Candidates for University Scholarships*

Each year a few candidates who are obviously very weak in one or more subjects apply for university scholarships. Frequently these candidates are disappointed when they hear, apparently for the first time, that the regulations do not permit appeals in their case.

The regulation prohibiting appeals from university scholarship candidates should not, however, deter any reasonably good candidate from applying for a university scholarship if he and his advisers feel that he should do so. Every answer paper of a university scholarship candidate is read by the Examiner-in-Chief and a very small group of experienced examiners. A paper which is assigned less than 50% on this first reading is immediately reconsidered for the purpose of ensuring that the candidate will not suffer because of the fact that his paper cannot be read again at a later date. Also, the rules of the Special Revising Board, including those under which excess marks in good subjects may be used within certain limits to overcome deficiencies in weak subjects, apply equally to university scholarship candidates and to other candidates.

C. *Given Names on the Secondary School Graduation Diploma*

In 1954 and 1955 a number of graduates who applied for admission to Schools of Nursing found themselves in some difficulty because the given names on the Secondary School Graduation Diploma differed from those on the Birth Certificate. Since the diploma can be issued only in the names reported by the Principal, it is hoped that this matter will be brought to the attention of prospective nurses.

C. F. Cannon

Deputy Minister of Education.

TORONTO, May 14, 1956.

Exam. Circular 115
12,000-56-305

ONTARIO

DEPARTMENT OF EDUCATION

DOMINION-PROVINCIAL STUDENT-AID BURSARIES
TYPE A AND TYPE B —1956-1957

Announcement and Conditions of Award

The Minister of Education for Ontario, in co-operation with the Minister of Labour for the Dominion of Canada, announces the continuance of the Student-Aid programme for the academic year 1956-1957. Under this programme, Bursaries of a total value of approximately $420,000 may be awarded to applicants who meet the conditions of award. The contribution of the Dominion Government towards the cost of the programme will be $100,000.

It is emphasized that the Student-Aid programme represents a co-operative effort on the part of applicants, their parents, and the Ontario and Dominion Governments. Accordingly, it is expected that each applicant will co-operate in the financing of his education by engaging in remunerative employment during vacation periods, and that parents will contribute to the cost of this education in proportion to their means.

General

Interpretation

1. In the following sections:

(a) "applicant" means applicant for a Dominion-Provincial Student-Aid Bursary, Type A or Type B;

(b) "Committee of Award" means the Committee composed of the representatives appointed by the Minister of Education for Ontario, together with the representative appointed by the Minister of Labour for the Dominion Government, this Committee to be responsible for making awards under the programme;

(c) "resident" means an applicant whose parent or guardian lives so near the eligible institution he is attending or proposes to attend that the cost of ordinary transportation available to and from the eligible institution is not more than 75 cents per day; and

(d) "non-resident" means,

(i) an applicant whose parent or guardian lives at such a distance from the eligible institution he is attending or proposes to attend that the cost of ordinary transportation available to and from the eligible institution is more than 75 cents per day; or

(ii) an applicant who is responsible for his own support (see 3 below).

(e) "degree course" means a course leading to the degree of Bachelor, Master, or Doctor, or degrees equivalent to Bachelor, Master, or Doctor, as conferred and recognized by members of the National Conference of Canadian Universities.

Eligibility of Applicants

2. Bursaries shall be restricted to applicants of good character whose health and physical fitness are satisfactory to the Committee of Award, who meet the required academic standing and who, without financial assistance, cannot continue their formal education.

3. The parents or guardians of applicants shall have been resident in the Province of Ontario for at least one year immediately prior to the date of application. In the case of applicants responsible for their own support, the applicants themselves shall have been residents of Ontario for at least the same period.

4. Students attending or proposing to attend The Canadian Services Colleges shall be eligible to make application for University Type A or Type B Bursaries provided that they are not enrolled under the Regular Officer Training Plan.

Classes and Values of Bursaries

5. The classes and values of Bursaries shall be as follows:

(1) Type A Bursaries:

	Values	
	Resident	Non-Resident
(a) University (First Year)	$250.00	$500.00
(b) Ontario Teachers' Colleges (One-Year Course)	175.00	250.00
(c) The Provincial Technical Institutes (First Year)	150.00	300.00
(d) Grade XIII (General Course)	100.00	100.00
(e) Grade XII (Vocational Courses)	100.00	100.00

(2) Type B Bursaries:

	Maximum Possible Values	
	Resident	Non-Resident
(a) University (Second and succeeding Years	$250.00	$500.00
(b) (i) Ontario Teachers' Colleges (One-and Two-Year Courses)	125.00	200.00
(ii) Ontario College of Education	250.00	500.00
(c) (i) Ontario College of Art	200.00	400.00
(ii) The Provincial Technical Institutes (Second and succeeding Years)	150.00	300.00
(d) Osgoode Hall Law School	200.00	400.00

Payment of Bursaries

6. (1) A Type A Bursary shall be paid in two equal instalments, the first within thirty days after the head or registering official of the eligible institution certifies that the successful applicant is in regular attendance, and the second within thirty days after the head or registering official certifies that the successful applicant is in regular attendance for the second term.

(2) A Type B Bursary shall be paid in two instalments as in subsection 1, or in one instalment, as determined by the Committee of Award.

(3) Notwithstanding subsection 1 of section 5

(a) in the case of a resident, where the total value in cash and tuition allowances of the Type A Bursary and all other awards an applicant receives or is eligible to receive during the current academic year of the eligible institution exceeds $650.00, this excess shall be deducted from the original value of the Type A Bursary; and

(b) in the case of a non-resident, where the total value in cash and tuition allowances of the Type A Bursary and all other awards an applicant receives or is eligible to receive during the current academic year of the eligible institution exceeds $900.00, this excess shall be deducted from the original value of the Type A Bursary.

(4) To receive payment of an award, a successful applicant shall enrol in the eligible institution in the academic year 1956-1957.

Type A Bursaries

Allocation

7. (1) Type A Bursaries shall be allocated according to the annexed schedule on the basis of population and enrolment in the higher school grades to students qualifying for entrance to,

(a) A Canadian University or College affiliated therewith, where the applicant shall enrol in the first year of a full-time undergraduate course, other than Divinity, leading to a degree;

(b) the one-year course at an Ontario Teachers' College;

(c) a Provincial Technical Institute;

(d) the last year of each of the courses offered in the Secondary Schools of Ontario, viz:
  (i) Grade XIII of the General Course; or
  (ii) Grade XII of one of the Vocational Courses (including a one-year Special Course leading to a Secondary School Graduation Diploma).

NOTE: In determining the awards of sub-section (d), preference will, in general, be given to those pupils who, to obtain the desired course of study, must attend a secondary school outside their own High School District.

Counties and Districts	Number of Type A Bursaries		
	University First Year	Teachers' College	Secondary School Grade XII (Vocational) and Grade XIII (General)
Brant	3	3	3
Bruce	3	2	3
Carleton	7	5	5
Dufferin	2	2	2
Dundas	2	2	2
Durham	2	2	2
Elgin	3	2	3
Essex	7	5	5
Frontenac	3	2	3
Glengarry	2	2	2
Grenville	2	2	2
Grey	4	2	3
Haldimand	2	2	2
Haliburton	2	1	3
Halton	3	2	2
Hastings	3	3	3
Huron	4	2	2
Kent	3	3	2
Lambton	3	2	3
Lanark	2	2	2
Leeds	2	2	2
Lennox-Addington	2	2	2
Lincoln	5	3	3
Middlesex	6	4	5
Norfolk	2	2	2
Northumberland	2	2	2
Ontario	3	3	2
Oxford	4	2	2
Peel	3	2	2
Perth	4	2	2
Peterborough	4	2	3
Prescott	1	2	2
Prince Edward	2	1	2
Renfrew	3	2	3
Russell	1	2	2
Simcoe	4	3	3
Stormont	3	2	2
Victoria	3	2	2
Welland	5	2	4
Waterloo	5	2	4
Wellington	4	2	2
Wentworth	7	3	5
York			
(Metropolitan Toronto	20	9	8
(Remainder	4	3	4
Algoma	3	2	3
Cochrane	3	2	3
Kenora-Patricia	2	2	2
Manitoulin	2	2	2
Muskoka	2	2	2
Nipissing	2	2	2
Parry Sound	2	2	2
Rainy River	2	2	2
Sudbury	3	2	3
Timiskaming	4	2	3
Thunder Bay	3	3	3
	189	132	151

For Provincial Technical Institutes: a total of 35 Type A Bursaries.

(2) A form of application for a Type A Bursary (Exam. Form 116), to be obtained from the Principal, shall be completed in accordance with the instructions printed thereon, and this application, accompanied by the Principal's Confidential Report respecting the applicant (Exam. Form 117), shall be forwarded by the Principal to be received by the Deputy Minister of Education not later than the following dates: for University and Teachers' College Bursaries, June 18; for Technical Institute, Grade XIII and Grade XII (Vocational) Bursaries, June 30. A new application must be filed in each year.

(3) An applicant shall be considered as a candidate for a Type A Bursary in the county or district in which his parents or guardians are ordinarily resident but his application shall be submitted to the Principal of the school he attends during the current academic year. An applicant responsible for his own support shall be considered as a candidate for a Type A Bursary in the county or district in which he himself is ordinarily resident.

(4) In the event that all of the Type A Bursaries allocated for any county or district are not awarded, the money representing such Type A Bursaries, in any class, may be used for making awards in the same county or district, in any other class, to applicants who meet the conditions of award.

Academic Requirements

8. For a University (First Year) Type A Bursary, an applicant shall obtain pass standing and an average of at least 66 per cent on 8 papers of the Grade XIII examinations including English Composition and English Literature but not including Problems. The applicant shall obtain pass standing in at least 4 papers in the year his application is made.

9. For a Teachers' College (one-year course) Type A Bursary, an applicant shall obtain pass standing and an average of at least 66 per cent on 8 papers of the Grade XIII examinations including English Composition and English Literature but not including Problems. For a one-year course at the University of Ottawa Teachers' College, the 8 papers shall include English Composition or English Literature, and French Literature or Special French Composition. The applicant shall obtain pass standing in at least 4 of the papers in the year his application is made.

10. For a Provincial Technical or Polytechnical Institute (First Year) Type A Bursary, an applicant shall obtain pass standing and an average of at least 66 per cent on the papers required for a Secondary School Graduation Diploma or the equivalent as approved by the institute concerned.

11. For a Grade XIII Type A Bursary, an applicant shall obtain pass standing and an average of at least 66 per cent on the papers covering the obligatory and optional subjects of any course leading to a Secondary School Graduation Diploma. The applicant shall obtain pass standing in at least 4 of the papers in the year his application is made.

12. For a Grade XII (Vocational Course) Type A Bursary, an applicant shall, in the current academic year, obtain pass standing and an average of at least 66 per cent in the obligatory and optional subjects taken in Grade XI and leading to a Secondary School Graduation Diploma.

Type B Bursaries

Eligible Institutions and Academic Requirements

13. Applications will be considered from students who have not had a total of four Type B Bursaries in previous assistance, and who are enrolled in full-time courses in the following institutions:

(a) a Canadian University or College affiliated therewith, provided that the applicant has been enrolled for at least one year in his course of study and is proceeding towards a degree other than a degree in Divinity. He must have obtained at least second class standing on the last series of examinations held immediately prior to the filing of the application, and he must not be repeating a year in the same or another course or faculty unless the previous course was a pre-requisite for admission to the present course;

(b) an Ontario Teachers' College, on the recommendation of the Principal of the Teachers' College concerned, (i) after January 1 in a one-year course if a Teachers' College Type A Bursary has not been awarded in the current academic year; (ii) after January 1 in the first year of the two-year course; (iii) after September 1 in the second year of the two-year course;

(c) the Ontario College of Education, after January 1 provided that the applicant has obtained at least second class standing on the mid-year examinations and, in the opinion of the Dean of the College, shows promise of becoming a successful teacher;

(d) The Ontario College of Art, after January 1 of the first year of enrolment or at any time in the succeeding year(s) of the applicant's course, and The Provincial Technical Institutes, where the applicant is enrolled in the second or any succeeding year of a course, provided that,

(i) the applicant is enrolled in a full-time day course;

(ii) in the case of the Ontario College of Art, the Principal certifies that the applicant shows aptitude and industry in the course in which he is enrolled, and also shows promise of becoming a successful worker in some phase of art or craft production; and

(iii) in the case of the Provincial Technical Institutes, the applicant has obtained an average of at least 66 per cent of the last series of examinations held immediately prior to the filing of the application; and

(e) The Osgoode Hall Law School, where the applicant is enrolled in the First, Second, or Fourth year of the Graduate Class, or the Third, Fourth, or Sixth year of the Matriculant Class. He must have obtained an average of second class standing (or its equivalent) on the last series of examinations held immediately prior to the filing of the application, and he must not be repeating a year of his course.

Priority of Consideration

14. Where an application for a Type B Bursary is for the second or any succeeding year of a course in section 13, and the number of eligible applications received is such that the sum voted by the Legislature for Bursaries is insufficient to pay the amounts that would ordinarily be recommended, the Committee of Award shall give priority to the applications of students who received assistance under the programme for the first year of the courses of study they are pursuing.

Applications

15. Forms of application may be obtained from the head or registering official of the institution attended by the applicant, but applications are not to be completed and submitted to the head or registering official until the applicant is in regular attendance in the year and course for which the Type B Bursary is desired. All applications for Type B Bursaries must be forwarded to the Department by the institution concerned and not by individuals. A new application must be filed in each year.

C. F. Cannon

TORONTO, April, 1956

DEPUTY MINISTER OF EDUCATION

Exam. Form 117
7,500-56-305

ONTARIO

DEPARTMENT OF EDUCATION

Dominion-Provincial Student-Aid Bursaries — Type A
Principal's Confidential Report — 1956-1957

Instructions

1. This report is to be completed only after the student's application form has been properly filled in and deposited with the Principal.
2. This report is strictly confidential. Its contents shall not be divulged to the applicant or his parent (or guardian).
3. The purpose of the information requested in this report is to give the most accurate possible picture of the applicant's need, scholarship, and character. Accordingly, all information requested should be given.
4. The Principal should endeavour, by inconspicuous means and by tactful and judicious inquiry, to ascertain the degree of the applicant's need of financial aid.
5. The character sketch of the applicant should include an appraisal of his honesty, industry, determination, common sense, leadership, and any other characteristics.
6. The Declaration shall be signed by the Principal of the school attended by the applicant and by at least one other teacher who is acquainted with the applicant and his work.
7. This report, together with the application form, must be forwarded to the Department of Education to be received on or before the following dates: for University or Teachers' College Bursaries, June 18; for Technical Institute, Grade XIII, and Grade XII (Vocational) Bursaries, June 30.

---

1. Name of applicant .... (Surname) .... (Christian names)

2. School .... (Name in full) Location of School .... (County or District)

3. Class of Type A Bursary sought .... (University, Teachers' College, Technical Institute, Grade XIII, or Grade XII Vocational)

4. Course in which applicant is enrolled at present ....

5. Total number of pupils in all classes of same Grade and Course as applicant ....

6. Applicant's rank in general proficiency among these pupils ....

7. STATEMENT OF MARKS (Please Read This Carefully)

In order to ensure equitable comparison of applicants for Grade XIII and for Grade XII (Vocational) Bursaries, Principals are requested to enter each applicant's final standing for the current school year under the following plan:

1. Grade XII General Course (and Vocational Course) applicants for Grade XIII Bursaries — English and History, 200 marks each. Use the optional subjects offered by the applicant for the Secondary School Graduation Diploma, entering the three best, 200 marks to each. Where Mathematics is an option use a combined mark for Algebra and Geometry. Where Science is an option use a combined mark for Chemistry and Physics or for Agricultural Science I and II. The percentage will be based on a total of 1,000 marks.

2. Grade XI applicants for Grade XII (Vocational) Bursaries:

(a) For Industrial or Agricultural Course applicants use English (200 marks), History (100 marks), Mathematics (100 marks), Science (100 marks), Shop Work or Agriculture and Shop Work (500 marks), and one optional subject (200 marks). The percentage will be based on a total of 1,200 marks.

(b) For Home Economics Course applicants use English (200 marks), History (200 marks), Home Economics (400 marks), Science or Agricultural Science or Art (200 marks), and one optional subject (200 marks). The percentage will be based on a total of 1,200 marks.

(c) For Commercial Course applicants use English (200 marks), History (200 marks), Commercial Subjects (600 marks), and one option (200 marks). The percentage will be based on a total of 1,200 marks.

(d) For Art Course applicants use English (200 marks), History (200 marks), Art and Crafts (600 marks), and one optional subject (200 marks). The percentage will be based on a total of 1,200 marks.

3. Applicants for Technical Institute Bursaries:

(a) Grade XII standing only — make entries appropriate to the type of course which the applicant has taken for the Secondary School Graduation Diploma, regardless of the year in which standing was obtained.

(b) Grade XII and Grade XIII standing — make the appropriate Grade XII entries and indicate, in whatever space is available, the year and subject of any Grade XIII papers in which standing has been obtained.

(OVER)

Statement of Marks for a Grade XIII Bursary, a Grade XII (Vocational) Bursary, or a Technical Institute Bursary.

Subjects	Maximum	Applicant's Mark
English	200	....
History	....	....
....	....	....
....	....	....
....	....	....
....	....	....
Total	1000/1200	
Percentage	100	

Do not include Physical Education marks in this statement.
List below any other subjects which the applicant has taken in his/her course.

Subject	Percentage
....	....
....	....
....	....

NOTE: If the above marks are not available by June 30, a separate statement of marks may be submitted later, headed "Statement of marks for Grade XII (Voc) Bursary", or "Statement of marks for Grade XIII Bursary", or "Statement of marks for Technical Institute Bursary".

8. (a) As far as your investigation can reveal, is it your opinion that the information submitted by the applicant in his application form indicates accurately his need for financial assistance?

....

(b) If not, how, in your opinion, should this information be amended or supplemented? For example, has there been any significant change in family income since 1955?

....

9. Do you know of any source, other than parents (or guardian), from which applicant might receive assistance to help finance his education? (Give particulars).

....

10. Give a brief description of the applicant's character and personality. (See item 5 under Instructions).

....

....

11. Describe the applicant's general state of health and mention any serious physical defects.

....

....

12. Give any other information which might have a bearing on the Committee's decision in making the award.

....

....

13. DECLARATION:

Exam. Form 116
7500-56-305

ONTARIO
DEPARTMENT OF EDUCATION

Dominion-Provincial Student-Aid Bursaries — Type A
Application Form — 1956-1957

Instructions

1. This form shall be completed in the presence of the applicant's principal (or of a teacher designated by him) who will give any advice or assistance needed.
2. When completed, it shall be left with the Principal to be forwarded by him to reach the Department of Education not later than the following dates: for University and Teachers' College Bursaries, June 18; for Technical Institute, Grade XIII and Grade XII (Vocational) Bursaries, June 30.

Important

It is essential that every question be answered, and answered clearly. If the answers are found to be misleading or incorrect, the application shall be cancelled, or the Bursary revoked if it has already been awarded.

1. Applicant's name ....
SURNAME PRINT (Underline given name commonly used)

2. Home address in full ....
(County or District)

3. Name of school .... (Name in full) 4. Location of school .... (County or District)

5. Class of Type A Bursary sought ....
(State whether for University, Teachers' College, Technical Institute, Grade XIII or Grade XII Vocational)

6. Place of birth .... 7. Date of birth ....
(Age in years at June 1 ....)

8. Schools attended, in order, with dates:

1 .... 3 ....

2 .... 4 ....

9. Name of Institution which applicant wishes to attend ....

10. Course which applicant wishes to take ....
(For a University Bursary, this must be a degree course)

11. Career which applicant wishes to pursue ....

12. Any other scholarship for which applicant is a candidate ....

13. Name and address of parent (or guardian) responsible for applicant's support ....

....

14. Occupation of parent (or guardian) ....

15. If parent (or guardian) is employed by a firm or individual, give name and address of firm or individual ....

(OVER)

16. If parent (or guardian) is owner of his/her own business give the business address ....

....

17. What was the gross income, from all sources, of your father (or guardian) during 1955? ....

Of mother? .... What was the taxable income of father (or guardian) for 1955? ....

Of mother? .... Where no taxable income is shown, a statement of receipts and expenditures for the year 1955 must accompany this application.

18. (a) Maximum amount which parent (or guardian) can contribute during the school year toward applicant's further education $.......... (b) Will this amount
(This entry must be in dollars)

be derived from annual income, or from savings? ....

19. Are you applying for a Resident or Non-resident Bursary, as defined in Section 1 of Circular 115?

....

20. Give the following details regarding brothers and sisters of applicant and other persons totally or partially dependent upon parent (or guardian) for support:

NAME	Relationship to Applicant	Age	Occupation (For Students, give name of School or University attended)	Married or Single	Annual Amount Paid to Applicant's Parent (or Guardian) for Support

21. DECLARATION:

We, the undersigned, hereby declare that, to the best of our knowledge, the information given in this application is true in all respects:

Dated at ....
(Signature of applicant)

.........., 1956 ....
(Signature of parent or guardian)

22. CHECK APPLICATION TO MAKE CERTAIN THAT,—

√ Every question is answered,
√ Every question is answered clearly,
√ The Declaration is signed by the applicant and parent or guardian.

1955-56:40
3500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS AND SECRETARIES OF SECONDARY SCHOOL BOARDS

1. Teaching Positions in the American School in Japan

We have been notified by the Canadian Education Association that Canadian teachers who are interested in teaching in Japan may apply for positions in the American School in Japan, which is seeking English-speaking instructors. This school is a privately-controlled non-sectarian institution which serves over 500 students from 30 nations. All classes are taught by English-speaking instructors. Air tourist transportation from Canada to Japan will be paid for qualified teachers. Inquiries or applications should be directed to Mr. W. P. Lewis, Principal, the American School in Japan, 1985 Kami-Meguro 2-chome, Meguro-ku, Tokyo, Japan.

2. "The Land of Canada"

In the April 1956 issue of The Canadian Geographical Journal, the feature article, "The Land of Canada", by Professor J. Wreford Watson, presents its material so clearly and effectively, with such authority and scholarship, that we believe it to be of considerable value for all teachers of Social Studies, Geography, and Canadian History. This brief survey is the work of a recognized authority on the Geography of Canada. After years of distinguished service with the Civil Service, he was recently appointed to the Chair of North American Geography of a famous Scottish University. To supplement four sketch maps, the Editor has supplied a well-selected set of 28 photographs that illustrate the text.

It is anticipated that this article will be re-published as a 32-page booklet to sell at 25 cents. It will be possible to provide class sets of this interesting and informative survey of "The Land of Canada". If you are interested in obtaining copies, you should write to Mr. G. M. Dallyn, Executive Secretary and Editor, The Canadian Geographical Journal, 54 Park Avenue, Ottawa 4.

3. Course for Cadet Officers

Further to my memorandum 1955-56:37, dated April 19, you are advised that the salary mentioned of approximately $250-300 per month includes free room and board. Will you please give this additional information to any teachers on your staff who may be interested in this course.

4. Mr. Virgil Hartman, Lakewood, Ohio

Principals and Boards are warned not to reply to letters from Mr. Virgil Hartman of Lakewood, Ohio, in which he requests lists of graduating pupils. Investigation has revealed the fact that Mr. Hartman's letters contain gross misrepresentation of his real motives.

L.S. Beattie

L. S. Beattie
Superintendent of Secondary Education.

TORONTO, May 17, 1956.

1955-56:41
3500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS AND SECRETARIES OF
SECONDARY SCHOOL BOARDS

1. Queen's University Summer Courses

Queen's University is preparing a programme of summer courses in Science and Mathematics with the object of assisting teachers of these subjects who are not specialists, but who wish to improve their knowledge. It is hoped to offer in successive summers a variety of courses. During the summer of 1956 General Chemistry (Chemistry 2) will be given from July 3 to August 10, with the examination the following week. Special attention will be paid to laboratory work and equipment. While it is expected that teachers will take this course for academic standing, it may be possible to accept a few who want only a refresher course.

In order to make it easier for teachers to undertake the expense of this programme, it has been arranged that 20 bursaries of $250 each, provided by the International Nickel Company of Canada, Limited, will be offered this summer for this purpose. Necessary expenses at Queen's including fees, should not exceed $180. Secondary school teachers of Science are invited to apply to the Director of Extension, Queen's University, Kingston, Ontario, stating their academic qualifications.

2. Department of Agriculture Enquiry Regarding Entomologists

A request has been made by the Tenth International Congress of Entomology for a list of all the amateur entomologists in Ontario. This list will serve as a valuable directory for all entomologists who are interested in corresponding with and exchanging specimens with amateurs of similar interests. Since it may be assumed that many high school teachers are interested in entomology, this request is being sent to your school in the hope that those who are interested will provide the following information before June 15 to Mr. G. Wishart, Entomology Laboratory, Box 179, Belleville, Ontario.

Please state name of teacher, address, interest in collecting (yes or no) and in which group of insects, interest in correspondence with others and collecting for others, exchanging specimens (yes or no).

It is also suggested that teachers might submit the names of other amateurs in their communities who might be interested and might urge them to submit their names with the pertinent information required. It is hoped that those who respond will benefit from the use of such a directory and that interest in the science of entomology in our schools will thus be advanced.

L.S. Beattie

L. S. Beattie
Superintendent of Secondary Education.

TORONTO, June 1, 1956.

1955-56:41
3500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS AND SECRETARIES OF SECONDARY SCHOOL BOARDS

1. Queen's University Summer Courses

Queen's University is preparing a programme of summer courses in Science and Mathematics with the object of assisting teachers of these subjects who are not specialists, but who wish to improve their knowledge. It is hoped to offer in successive summers a variety of courses. During the summer of 1956 General Chemistry (Chemistry 2) will be given from July 3 to August 10, with the examination the following week. Special attention will be paid to laboratory work and equipment. While it is expected that teachers will take this course for academic standing, it may be possible to accept a few who want only a refresher course.

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L. S. Beattie

L. S. Beattie
Superintendent of Secondary Education.

TORONTO, June 1, 1956.

1955-56:41
3500

ONTARIO
DEPARTMENT OF EDUCATION

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L. S. Beattie

L. S. Beattie
Superintendent of Secondary Education.

TORONTO, June 1, 1956.

MEMORANDA: 1956-57

1G

1972

MINISTRY OF EDUCATION, ONTARIO

PRINCIPAL'S REPORT OF STANDIN
HONOUR GRADUATION DIP

granted on the basis of marks obtaine

Names of students in full, in alphabetical order, surnames preceding. PLEASE PRINT IN BLOCK LETTERS	Age in years as of June 1, 1972		Type or print descriptive course designatio													
		Mark														
		Credit														
		Mark														
		Credit														
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INSTRUCTIONS

1. List names, summer school marks and credit values for all students who have completed successfully summer courses offered at the Secondary School Honour Graduation Diploma (Grade 13) level by an Approved Summer School in 1972 (Reference: Circular H.S.1, 1971-72). This is to include summer school standings obtained at this level by students who were registered at a lower level during the regular school year.
2. Enter "D" in the appropriate column if the Secondary School Honour Graduation Diploma is to be, or has been, awarded on the basis of 1972 summer school marks.
3. Do not enter standing obtained during the regular school year or in previous years.
4. Complete and forward to Education Records Branch, Ministry of Education, Mowat Block, Queen's Park, Toronto 182.

1956-57:1
3500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS AND
SECRETARIES OF SECONDARY SCHOOL BOARDS

1. Letters of Permission 1956-57

Principals are again reminded of the necessity for checking the qualifications of all teachers on their staffs, particularly those who are teaching special subjects. If teachers are not properly qualified, the Secretary of the Board should apply at once for a Letter of Permission, if this has not already been done.

2. School Radio Broadcasts

School Radio Broadcasts for 1956-57 have been carefully prepared to offer a valuable supplement to classroom work. It is hoped that Principals will call these to the attention of the teachers and will do their best to make them available to as many pupils as possible.

3. Family Allowances

The Department of National Health and Welfare appreciates the co-operation of secondary school principals in helping to insure regular school attendance and thus to maintain the eligibility of pupils for Family Allowances. You are requested to continue your co-operation in this regard by reporting the unlawful absence from school of any pupil who is otherwise eligible for Family Allowance. Report forms for reporting on unlawful absence may be obtained from Mr. F. C. Jackson, Regional Director of Family Allowances, 122 Front Street West, Toronto 1.

4. Superannuation Deductions

It appears that a number of School Boards have been paying occasional teachers without making superannuation deductions and have thus made it necessary for the Superannuation Commission to charge each Board concerned for superannuation. Boards are therefore requested to conform with the requirements of The Superannuation Act by subtracting the superannuation deduction of 6% from the salary paid to occasional teachers. In such cases these superannuation contributions are repayable to the teacher at the conclusion of his services. If he has taught for twenty days or more, the completion of a refund application form is required. If he has been employed for fewer than twenty days, only an informal request is necessary.

L. S. Beattie
L. S. Beattie
Superintendent of Secondary Education.

TORONTO, July 23, 1956.

1956-57:2
3,500

~~9+6~~
13

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re Supervision of Teachers-in-Training who attended the Special Ten-week Summer Course in 1956

If a graduate of the special 10-week summer course is employed on your staff this year, special supervision of his classroom work will be required. Particular attention and assistance should be given during his first two months of teaching so that he may become properly established as a member of the staff. Beginning with the month of November, the Principal should visit his classes in order to observe a minimum of two lessons a month. He should make a careful record of the date, grade, subject, and topic of each lesson observed, as well as a written estimate of the success of each lesson. When a Principal is teaching full-time, special arrangements will be necessary in order that he may be free for this programme of supervision.

It is hoped that the Principal will be able to observe a variety of types of lessons. Not all of these may be formal lessons in which the pupils are being tested orally. The nature of the lesson will depend upon the subject being taught and the lesson topic. It may be one of a series of related lessons covering a unit of work. Whatever form the lessons may take, Principals should try to help beginning teachers to correct their common tendency to tell the pupils too much and to fail in encouraging the class to take an active part. Helpful suggestions should be given for the improvement of teaching methods, class management, organization, and other phases of school work. Comments on the lessons observed should be made in writing and discussed with the teacher-in-training. If during this period of supervision evidence of difficulty appears, the Principal should request the assistance of the Secondary School Inspector, who will also be giving special attention to the supervision of these teachers-in-training.

Principals will be asked to submit, on or before April 1, 1957, a report on the lessons observed. The report will be made on the Critic-Teaching Report form (Form 900) which will be sent to the Principals concerned in October, 1956.

In March, 1957, an application form (Form 901) for admission to the special 5-week summer course will be sent to the Principal for each teacher concerned. On this form the applicant will be required to sign an undertaking to attend the special 5-week summer course in 1957 if he is admitted. On the same form (Form 901), the Principals will fill in and sign his recommendation with respect to the applicant's admission to the course.

Form 901, with Form 900 attached, is to be sent to The Registrar, Department of Education, Parliament Buildings, Toronto, on or before April 1, 1957.

The Inspector will then make his recommendation based upon his observation of classroom work.

The completed application form, if approved, will then be forwarded from the Department of Education to the Ontario College of Education, from which the Card of Admission will be sent to the teacher.

R. A. Beattie
Superintendent of Secondary Education

TORONTO, September 1st, 1956.

1956-57:3
4500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Reduction in Grade XIII Courses in Biology for the School Year 1956-57

Principals are requested to bring the following notice to the attention of teachers of Biology.

The following topics in the prescribed courses of study for Grade XIII Biology (Curriculum S.23) will not be required for the June and the August Departmental Examinations in 1957.

Botany - page 9

(f) Mendelian inheritance in man in relation to eye colour, hair colour, and skin colour.

(g) the sex ratio, (x and y chromosomes).

Zoology - page 14

Special blood functions: blood clotting, resistance to disease, regulation of heat.

- page 15

The history of animal life on the earth.

R. A. Beattie
Superintendent of Secondary Education

TORONTO, August 31, 1956.

1956-57:4
4,000

~~2+8~~
15

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM FOR PRINCIPALS OF SECONDARY SCHOOLS

Re Prescriptions for Grade 12 Latin and Greek

Principals are asked to pass this memorandum to their Classics Department Heads.

LATIN

Either *Latin Reader for High Schools* (Ryerson) or *Selected Latin Readings* (Dent) may be used for the school year 1956-57. The prescriptions are as follows:

From *Latin Reader for High Schools*

Prose: Nepos --- Life of Hannibal (adapted).
Livy --- Cycle II, omitting lines 107 to 203.

Poetry: Ovid and Virgil -- Cycle II, omitting sections I and V.

Sight: The reading at sight of a minimum of 100 lines of average length and difficulty from Caesar's Gallic War.

OR

From *Selected Latin Readings*

Prose: Section One, lines 1 - 265.
  Part I -- Life of Hannibal (Nepos).
  Part II -- Hannibal's Star Rises (Livy).
Section Two, lines 413 - 657.
  Part I -- Life of Caesar (Suetonius).
  Part II -- Caesar in Britain (Caesar).

Poetry: Section Three
  Part I -- Virgil Selections (99 lines).
  A knowledge of the connecting English is to be considered a part of the course.

1. The Theme of the Aeneid.
2. Juno Visits Aeolus.
3. The Storm.
4. The Carthaginians and Dido.
9. Italy is Sighted.
10. Jupiter Sends Mercury.
11. Dido Curses the Trojans.
15. Charon.
16. Aeneas Addresses Dido's Shade.
17. Rome's Mission in the World.

  Part II -- Ovid, Juvenal, Catullus, -- any 90 lines.

Sight: Passages from the prose authors may be used for training in sight translation.

GREEK

Prose: Pupils should read approximately 600 lines of prose.
Any of the following books might be used: Phillpotts and Jerram, *Easy Selections from Xenophon*; Phillpotts, *Selections from Xenophon*; Colson, *First Greek Reader*; Farnell, *Tales from Herodotus*; Edwards, *Salamis*.

Poetry: Approximately 500 lines from any book of the *Iliad* should be read.

R. A. Beattie

TORONTO, September 3, 1956.

Superintendent of Secondary Education

KT9
16

1956-57:5
5m-56-1894

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

RE CERTIFICATES ACCEPTED AS THE EQUIVALENT OF CERTAIN SECONDARY SCHOOL MUSIC OPTIONS.

For the Intermediate Certificate

The certificates listed under "Grade 10" on the back of this sheet are accepted in lieu of (but not in addition to) the Art and Music, the Art, or the Music course in Grades 9 and 10. When presented for inspection according to "Instructions to Principal" on the Intermediate Certificate application form, this standing may be used as an option.

For the Secondary School Graduation Diploma

The certificates listed under "Grade 12" on the back of this sheet are accepted in lieu of (but not in addition to) either the Art or the Music course. When presented for inspection according to the "Instructions to Principal" on the diploma application form, this standing may be used as an option to complete the requirements for the Secondary School Graduation Diploma. Since "Grade 12 Music" includes the work of both Grade 11 and Grade 12, it has the same value for this diploma as Mathematics (Algebra and Geometry), Science (Physics and Chemistry), Geography, Home Economics, Industrial Arts, Commercial Work, Agriculture, or one of the languages.

For the Secondary School Honour Graduation Diploma

Note that standing in music obtained by examinations taken at a College or Conservatory of Music is not recorded on the Grade 13 certificates which report the results of the annual Departmental Examinations. When making application to enter a university the original music certificates should be submitted along with the regular departmental certificates.

The certificates listed under "Grade 13" on the back of this sheet are accepted in lieu of the prescribed course in Music (one paper), and may be indicated on the Secondary School Honour Graduation Diploma.

Certificates equivalent to the Grade 13 Music course may be accepted in lieu of one paper for the Secondary School Honour Graduation Diploma, even though they have already served to cover one option for the Secondary School Graduation Diploma.

C A Brown
Registrar

Toronto, September 1, 1956.

(Over)

TABLE OF CERTIFICATES ACCEPTED IN LIEU OF PRESCRIBED COURSES IN MUSIC

	GRADE 10	GRADE 12	GRADE 13
Department of Education	Grade 10 Course of Study in Music	Grades 11 and 12 Courses of Study in Music	Grade 13 Course of Study in Music
Royal Conservatory of Music of Toronto	Grade V Practical or a higher certificate	(i) Grade VII Practical and Grade II Theory OR (ii) Grade III Theory	(i) Grade VIII Practical and Grade II Theory OR (ii) Grade IV Theory
Western Ontario Conservatory, London	Grade Junior V Practical or a higher certificate	(i) Grade Senior VII Practical and Grade II Theory OR (ii) Grade III Theory	(i) Grade Senior VIII Practical and Grade II Theory OR (ii) Grade IV Theory
McGill Conservatorium	Elementary Practical or a higher certificate	(i) Interm. Practical and Interm. Theory OR (ii) Senior Theory and T.C.M. Grade III History	(i) Senior Practical and Interm. Theory OR (ii) Highest Grade Theory
Trinity College, London, England	Advanced Prep. Practical or a higher certificate	Interm. Practical and Interm. Theory	Senior Practical and Advanced Interm. Theory
Royal Schools, London, England	Grade IV Practical or a higher certificate	Grade V Practical AND (i) Grade IV Grammar of Music or (ii) Grade IV Theory	Grade VI Practical AND (i) Grade IV Grammar of Music or (ii) Grade V Theory

1956-57:6
4,000

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re Calculations with Approximate Numbers

NOTE:

THE PRINCIPAL IS ASKED TO PLACE THIS MEMORANDUM IN THE HANDS OF EACH TEACHER OF MATHEMATICS AND SCIENCE.

A. *The importance of the concepts underlying calculations based on measurement*

It is to be emphasized that computation with approximate numbers should not be thought of as an isolated topic in Trigonometry and Statics or in Grade 13 Physics. On the contrary, clear ideas regarding the nature and accuracy of numbers obtained by measurement and the methods to be used in calculations involving such numbers should gradually be built up in the pupils' minds as they progress from Grade 9 to Grade 13. Suitable opportunities arise whenever quantitative experiments are performed or problems involving measured numbers are attempted. If this procedure is followed, no difficulty will be experienced in attaining the proficiency indicated in the following section.

B. *Minimum knowledge expected of a Grade 13 student regarding operations with numbers*

1. The student should have come to realize clearly, from experimental work in Mathematics and Science in the earlier grades, that all numbers obtained by measurement are inexact. He should also have a reasonably good idea of the accuracy to be expected under given conditions of measurement.

2. He should know the meaning of the terms "possible error", "precision", "relative error", "percentage error", "relative accuracy", "significant digits", and of such expressions as "correct to four significant digits", "correct to four decimal places", "correct to the nearest minute".

3. He should be familiar with the principle governing the precision of the results obtained in the addition and subtraction of approximate numbers and with the fact that the precision of the result depends on that of the least precise of the given numbers. He should also be familiar with the principle governing the accuracy of results obtained in the multiplication and division of approximate numbers and with the fact that the accuracy of the result depends on that of the least accurate of the data.

Thus, in operations involving addition and subtraction of approximate numbers of which the least precise has n places of decimals, the pupil should be taught to round off other numbers, where possible, to $n+1$ places and the answer to n places. Similarly, in operations involving multiplication and division of approximate numbers of which the least accurate has n significant digits, he should round off the others, where possible, to $n+1$ digits and the answer to n digits.

A Grade 13 pupil should also be acquainted with the procedure for finding the upper and lower limits in typical calculations and should understand that such a procedure is employed where a highly precise answer is necessary.

4. In the solution of triangles, he should be familiar with the relation between the degree of accuracy of linear data and that of the angles calculated from them—"two-place" data corresponding in general to angles correct to the nearest degree.

5. In calculations with logarithms he should understand that, in order to obtain a result correct to n significant digits, he must have data of at least this accuracy. Further, he should use logarithms with mantissas of at least $n+1$ decimal places, rounding off the final answer to n significant digits.

6. The candidate should be made aware of the fact that in the Departmental examinations he will be required to use five-figure tables. He must, of course know how to use the mean differences shown and should also be able to perform any necessary interpolations.

C. *Credits and Penalties for "Rounding Off" as applied in recent annual Departmental Examinations*

1. Normally, one mark is lost for not properly rounding off the answer in each problem in which a specified degree of accuracy is required. Thus, a candidate who is ignorant of the principles involved may lose several marks in the aggregate.

[OVER]

2. There is no penalty for using five-place logarithms throughout the work in any problem which could properly be handled with tables to fewer places, provided the answer is properly rounded off to express the required degree of accuracy.

3. On the other hand, there is no penalty for using less than five-place mantissas, properly rounded off, provided that one more decimal place is carried in the work than the number of significant digits required in the answer.

4. In problems involving computation there is ordinarily a penalty of one mark per question for (i) Rounding off too soon: that is, failure to use where possible throughout the work, one more digit from the tables than is given in the data and required in the answer, (ii) Rounding off too late: that is, the repeated use of 6 or more decimal places in handling five-place logarithms. Such apparent accuracy is spurious and such procedure is penalized as "bad form".

D. *Supplementary notes and examples*

1. "When the numbers used in problems have ambiguous zeros, the author should always state the unit or the number of significant digits, thus removing the ambiguity".*

Thus, if the unit of measurement in 7200 is 100, either this should be stated, or the fact of two significant digits should be mentioned, or the number should be written 72×10^2. If 7200 is written without such qualification, one is justified in assuming all four digits to be significant.

2. An illustration from Grade 9:

On their first attempt at metric measurement, six pupils turn in the following results for the length of their classroom as measured with a metric stick: 9 metres, 87 cm; 10 metres; 10.8 metres; 9 metres 9 dcm; 9.836 metres; 9.79 metres. Required, the best approximation warranted by these measurements.

(*a*) Obviously 10.8 indicates a careless mistake and 10 a degree of precision below that easily possible; both should be eliminated.

(*b*) Rounding each of the remaining four answers to two places of decimals, adding, and rounding the sum to one place, we get 39.4. (The error here will not exceed 0.1) Arithmetic mean of the four results is 9.850 which is rounded off to 9.85 — a suitable result.

(*c*) The lower limit of the sum of the four answers is 39.3355 and the upper limit, 39.4565. Hence the value of the answer might be shown as 9.849 ± 0.015.

3. In Grade 10 Practical Geometry, pupils have been given the dimensions of a triangle ABC, (base $a=9.0$ cm.) and have measured the altitude. The class average for the latter has been determined as 7.6 cm. What is the area?

$$\text{Area (in sq. cm.)} = \frac{9.0\times7.6}{2} = \frac{68.40}{2} = 34.20$$

Rounded off to two significant figures, the result is 34 sq. cm.

4. The following problem is presented in Grade 11 Physics:

A mass of 300 gm. of water at 10°C is contained in a copper calorimeter weighing 100 gm. If 500 gm. of lead shot at 90°C is poured into the calorimeter the resulting temperature of the mixture is 14°C. Calculate the specific heat of the lead. (Specific heat of Cu=0.094) The resulting equation, where S is required specific heat,

$$500.S.\ (90-14) = (300+100\times0.094)\ (14-10) \quad \text{gives } S=\frac{309.4\times4}{76\times500}=.033$$

Such a question can form the basis of a very valuable discussion on sources of error — loss of heat, precision of measurements, etc. Here the dominant factor in the accuracy of the answer is evidently the temperature difference of 4 degrees. Assuming that the temperatures have been read to the nearest degree, this factor introduces a possible error in the result of 1 degree or 25% ($14.5-9.5=5$; $13.5-10.5=3$; $4°\pm1°$ as temperature difference). Hence the final digit in .033 is not significant.

NOTE: The quotation marked* in D. 1. above is from *COMPUTATIONS WITH APPROXIMATE NUMBERS,* by William A. Gager, in "School Science and Mathematics", May 1947.

ONE COPY OF A REPRINT OF THIS ARTICLE WILL BE SENT FREE OF CHARGE TO EACH SECONDARY SCHOOL ON APPLICATION, BY THE PRINCIPAL ONLY, TO THE PUBLICATIONS OFFICE, DEPARTMENT OF EDUCATION, PARLIAMENT BUILDINGS, TORONTO.

R. A. Beattie

TORONTO, September 1, 1956.

Superintendent of Secondary Education.

1956-57:6
4,000

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re Calculations with Approximate Numbers

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THE PRINCIPAL IS ASKED TO PLACE THIS MEMORANDUM IN THE HANDS OF EACH TEACHER OF MATHEMATICS AND SCIENCE.

A. *The importance of the concepts underlying calculations based on measurement*

It is to be emphasized that computation with approximate numbers should not be thought of as an isolated topic in Trigonometry and Statics or in Grade 13 Physics. On the contrary, clear ideas regarding the nature and accuracy of numbers obtained by measurement and the methods to be used in calculations involving such numbers should gradually be built up in the pupils' minds as they progress from Grade 9 to Grade 13. Suitable opportunities arise whenever quantitative experiments are performed or problems involving measured numbers are attempted. If this procedure is followed, no difficulty will be experienced in attaining the proficiency indicated in the following section.

B. *Minimum knowledge expected of a Grade 13 student regarding operations with numbers*

1. The student should have come to realize clearly, from experimental work in Mathematics and Science in the earlier grades, that all numbers obtained by measurement are inexact. He should also have a reasonably good idea of the accuracy to be expected under given conditions of measurement.

2. He should know the meaning of the terms "possible error", "precision", "relative error", "percentage error", "relative accuracy", "significant digits", and of such expressions as "correct to four significant digits", "correct to four decimal places", "correct to the nearest minute".

3. He should be familiar with the principle governing the precision of the results obtained in the addition and subtraction of approximate numbers and with the fact that the precision of the result depends on that of the least precise of the given numbers. He should also be familiar with the principle governing the accuracy of results obtained in the multiplication and division of approximate numbers and with the fact that the accuracy of the result depends on that of the least accurate of the data.

Thus, in operations involving addition and subtraction of approximate numbers of which the least precise has n places of decimals, the pupil should be taught to round off other numbers, where possible, to $n+1$ places and the answer to n places. Similarly, in operations involving multiplication and division of approximate numbers of which the least accurate has n significant digits, he should round off the others, where possible, to $n+1$ digits and the answer to n digits.

A Grade 13 pupil should also be acquainted with the procedure for finding the upper and lower limits in typical calculations and should understand that such a procedure is employed where a highly precise answer is necessary.

4. In the solution of triangles, he should be familiar with the relation between the degree of accuracy of linear data and that of the angles calculated from them—"two-place" data corresponding in general to angles correct to the nearest degree.

5. In calculations with logarithms he should understand that, in order to obtain a result correct to n significant digits, he must have data of at least this accuracy. Further, he should use logarithms with mantissas of at least $n+1$ decimal places, rounding off the final answer to n significant digits.

6. The candidate should be made aware of the fact that in the Departmental examinations he will be required to use five-figure tables. He must, of course know how to use the mean differences shown and should also be able to perform any necessary interpolations.

C. *Credits and Penalties for "Rounding Off" as applied in recent annual Departmental Examinations*

1. Normally, one mark is lost for not properly rounding off the answer in each problem in which a specified degree of accuracy is required. Thus, a candidate who is ignorant of the principles involved may lose several marks in the aggregate.

[OVER]

231.

2. There is no penalty for using five-place logarithms throughout the work in any problem which could properly be handled with tables to fewer places, provided the answer is properly rounded off to express the required degree of accuracy.

3. On the other hand, there is no penalty for using less than five-place mantissas, properly rounded off, provided that one more decimal place is carried in the work than the number of significant digits required in the answer.

4. In problems involving computation there is ordinarily a penalty of one mark per question for (i) Rounding off too soon: that is, failure to use where possible throughout the work, one more digit from the tables than is given in the data and required in the answer, (ii) Rounding off too late: that is, the repeated use of 6 or more decimal places in handling five-place logarithms. Such apparent accuracy is spurious and such procedure is penalized as "bad form".

D. *Supplementary notes and examples*

1. "When the numbers used in problems have ambiguous zeros, the author should always state the unit or the number of significant digits, thus removing the ambiguity".*

Thus, if the unit of measurement in 7200 is 100, either this should be stated, or the fact of two significant digits should be mentioned, or the number should be written 72×10^2. If 7200 is written without such qualification, one is justified in assuming all four digits to be significant.

2. An illustration from Grade 9:

On their first attempt at metric measurement, six pupils turn in the following results for the length of their classroom as measured with a metric stick: 9 metres, 87 cm; 10 metres; 10.8 metres; 9 metres 9 dcm; 9.836 metres; 9.79 metres. Required, the best approximation warranted by these measurements.

(*a*) Obviously 10.8 indicates a careless mistake and 10 a degree of precision below that easily possible; both should be eliminated.

(*b*) Rounding each of the remaining four answers to two places of decimals, adding, and rounding the sum to one place, we get 39.4. (The error here will not exceed 0.1) Arithmetic mean of the four results is 9.850 which is rounded off to 9.85 — a suitable result.

(*c*) The lower limit of the sum of the four answers is 39.3355 and the upper limit, 39.4565. Hence the value of the answer might be shown as 9.849 ± 0.015.

3. In Grade 10 Practical Geometry, pupils have been given the dimensions of a triangle *ABC*, (base $a = 9.0$ cm.) and have measured the altitude. The class average for the latter has been determined as 7.6 cm. What is the area?

$$\text{Area (in sq. cm.)} = \frac{9.0 \times 7.6}{2} = \frac{68.40}{2} = 34.20$$

Rounded off to two significant figures, the result is 34 sq. cm.

4. The following problem is presented in Grade 11 Physics:

A mass of 300 gm. of water at 10°C is contained in a copper calorimeter weighing 100 gm. If 500 gm. of lead shot at 90°C is poured into the calorimeter the resulting temperature of the mixture is 14°C. Calculate the specific heat of the lead. (Specific heat of $Cu = 0.094$) The resulting equation, where S is required specific heat,

$$500.S.\ (90-14) = (300+100 \times 0.094)\ (14-10) \quad \text{gives } S = \frac{309.4 \times 4}{76 \times 500} = .033$$

Such a question can form the basis of a very valuable discussion on sources of error — loss of heat, precision of measurements, etc. Here the dominant factor in the accuracy of the answer is evidently the temperature difference of 4 degrees. Assuming that the temperatures have been read to the nearest degree, this factor introduces a possible error in the result of 1 degree or 25% ($14.5-9.5=5$; $13.5-10.5=3$; $4° \pm 1°$ as temperature difference). Hence the final digit in .033 is not significant.

NOTE: The quotation marked* in D. 1. above is from *COMPUTATIONS WITH APPROXIMATE NUMBERS*, by William A. Gager, in "School Science and Mathematics", May 1947.

ONE COPY OF A REPRINT OF THIS ARTICLE WILL BE SENT FREE OF CHARGE TO EACH SECONDARY SCHOOL ON APPLICATION, BY THE PRINCIPAL ONLY, TO THE PUBLICATIONS OFFICE, DEPARTMENT OF EDUCATION, PARLIAMENT BUILDINGS, TORONTO.

R. A. Beattie

TORONTO, September 1, 1956.

Superintendent of Secondary Education.

~~2-22.~~
18

1956:7
4000

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS
SECRETARIES OF SECONDARY SCHOOL BOARDS.

RE. EVENING COURSES OF STUDY.

Establishment and Operation:

For the establishment and operation of evening classes, you should consult the revised regulations for Secondary Schools, O. Reg. 100/56, made by the Minister under The Department of Education Act, 1954.

Classification of Evening Courses of Study:

1. Evening courses of study conducted by a high school board.

2. Evening courses of study conducted by Advisory Vocational Committe

   Where a board operates one or more vocational schools, all evening courses of study shall be conducted by the Advisory Vocational Committee. The subjects offered shall be approved by the board.

3. Advanced Technical Evening Classes:

   This programme, on the post secondary school level, leads to a certificate issued by the Minister of Education and local boards require the authority of the Minister to initiate it. For further information regarding the establishment and conduct of these class please consult Circular H.S.2, Memorandum re Advanced Technical Evening Classes.

4. Community Programmes Branch:

   In addition to the three groups of evening classes mentioned abcve the Community Programmes Branch and the Extension Branch of the Department of Agriculture jointly conduct Rural Community Night Schools. These programmes utilize the high school facilities of a rural area and are administered by a citizens' committee on which the high school board is represented, and government departments of agriculture and education share in the costs and in the responsibility for the organization. At the end of a two year period the local high school board assumes responsibility for continuing the programme or the night school is closed.

Procedure With Respect To Obtaining Letters of Permission:

The procedure required is as follows:

(a) The secretary of the board or of the Advisory Vocational Committee will apply on a new Form 701, which will replace the former Form Tech. 19.

(b) For each new teacher (a teacher who is unqualified and for whom a Form Tech. 20 or the new Form 702 has not been submitted heretofore), a Record of Attainments must be submitted on Form 702, which will replace the former Form Tech. 20.

(c) The usual Letter of Permission listing the names of the teachers for evening classes will be issued by the Superintendent. The principal will report on page 4 (d) of the Principal's Statement the organization of evening classes. This will be checked by the secondary school inspector.

Grants To Boards Conducting Evening Classes:

1. Evening classes operating under a high school board:

   Reference - Regulation 33 (1) of O. Reg. 2/56 - General Legislative Grants.

2. Evening Classes conducted by an Advisory Vocational Committee:

   Reference - Regulation 33 (2) of O. Reg. 2/56 - General Legislative Grants.

3. Evening classes offering instruction in English and Citizenship or French and Citizenship:

   Reference - Regulation 34 (1) of O. Reg. 2/56 - General Legislative Grants.

L. S. Beattie

L. S. Beattie,
Superintendent of Secondary Education.

Toronto, August 15, 1956.

~~224.~~
20

1956-57:8
3,500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS

Re: Superintendent of Secondary Education

The Minister of Education has announced the appointment of Mr. S. D. Rendall, B.A. as Superintendent of Secondary Education, effective September 1, 1956, succeeding Dr. L. S. Beattie, who retires on superannuation.

C. F. Cannon
Deputy Minister

TORONTO 2, September 10, 1956.

1956-57:9
4,000

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

RE UNITED NATIONS DAY, OCTOBER 24, 1956

The General Assembly of the United Nations has set aside October 24, 1956, the 11th anniversary of the birth of the United Nations, as a day for making the aims and activities of the United Nations better known to the peoples of the world.

Principals of secondary schools are requested to arrange that pupils take part in the observance of this day in order that they may understand the aims and achievements of the United Nations, the responsibilities of Canada as a member nation, and the part that each pupil can take in supporting the work of the United Nations.

To assist principals and teachers in arranging activities for the observance of United Nations Day, copies of informative leaflets are being distributed to the schools. Additional material can be obtained directly from the National Office, United Nations Association in Canada, 340 McLeod Street, Ottawa. This includes general information about the United Nations and suggestions for observing United Nations Day.

S. D. Rendall

S. D. Rendall
Superintendent of Secondary Education.

TORONTO, September 15, 1956.

1956-57:11
4,000

ONTARIO

DEPARTMENT OF EDUCATION

MISCELLANEOUS MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS AND SECRETARIES OF SECONDARY SCHOOL BOARDS

1. Retirement of Dr. L. S. Beattie

On September 1, 1956, Dr. L. S. Beattie retired from the position of Superintendent of Secondary Education, which he had filled with distinction since his appointment in 1952. Under his leadership a re-organization of administration in the Secondary Education Branch was effected to permit a closer co-ordination between academic and vocational secondary education. During this period also closer co-operation between this Branch and local authorities has been brought about by completing the establishment of district inspectorates throughout the Province.

2. Industrial Accident Prevention Associations

For the past three years this organization, which officially represents the manufacturing industries of the Province, has conducted a public-speaking contest in a number of secondary schools throughout Ontario. This contest was found to be so effective in furthering safety education in the schools and developing student speakers that it is planned to repeat it again in all the southern parts of the Province, North Bay area, Sudbury area, Sault Ste. Marie area, and also the Lakehead area.

Members of the industry representing the Associations may be paying a visit to your school to enlist your support. The Department of Education endorses the various phases of safety education, but particular methods of promoting safety in the schools are left to the judgment of the local school authorities. If you are interested in having pupils of your school participate in the public-speaking contest and have not yet been approached by a representative, you may obtain full particulars from Industrial Accident Prevention Associations, 90 Harbour Street, Toronto 1.

3. Qualifications of Teachers

Principals are reminded of the importance of checking the qualifications of teachers in both day and evening classes. Where Letters of Permission are required, Boards should apply for them immediately. A Letter of Permission is granted to a Board in order to permit the Board to employ a person who does not hold either the required teacher's certificate or a Letter of Standing, qualifying him for a position which the Board has advertised in compliance with the Regulations but for which the Board is unable to obtain a properly qualified teacher. A Letter of Permission expires at the end of the school year for which it is issued, and the position must be re-advertised for the ensuing year.

4. International Museums Week, October 7 to 14

International Museums Week is sponsored by UNESCO to promote international understanding through museums and is a part of THE INTERNATIONAL CAMPAIGN FOR MUSEUMS 1956. In order to give pupils a better understanding of the value of museums and the opportunities which they afford, material for classroom use will be distributed to all schools in the near future.

S. D. Rendall

S. D. Rendall
Superintendent of Secondary Education.

TORONTO, September 18, 1956.

1956-57: 12
4500

ONTARIO
DEPARTMENT OF EDUCATION

Memorandum to Principals of Secondary Schools

Re Grade 13 English Literature

Principals are asked to draw the attention of their Teachers of English to the following corrections:

1. The publishers of Poems for Upper School 1956-57, the prescribed Longer Poems, have informed us of an error on page 19 of the poem, THE ROOSEVELT AND THE ANTINOE. The first line on that page, reading

   Magnetic messengers carried the name

   should be transferred to the bottom of the same page.

2. Circular 58, Prescriptions for 1956-57, should be amended by changing the ninth line of page 3 to read Prose for Senior Students, Part II: (instead of Part I). The list of selections is correct.

S. D. Rendall

Superintendent of Secondary Education.

Toronto 2, September 25, 1956.

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24.

1956-57:13
3,500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS AND
SECRETARIES OF SECONDARY SCHOOL BOARDS

RE COLLECTION OF SCHOOL FEES FROM PUPILS

The charging of small fees for certain special purposes has become rather common practice in many secondary schools. Some of these fees are related to the work of students' organizations, and care is usually taken to record the money collected and to employ an orderly system of bookkeeping so that no justifiable criticism may arise with respect to the use which is made of such funds. In some schools a central fund has been set up to include all such contributions, and this fund is properly audited and handled in a businesslike manner.

Nevertheless, there is a real danger that the voluntary nature of such contributions may not be sufficiently emphasized. In this province legislative grants are paid to ensure equal opportunity for all pupils in our schools, and the Minister of Education is strongly of the opinion that all Boards and school officials should bear in mind that the charging of school fees, however small, might in some cases work a hardship on parents with small incomes, especially if they have two or three children attending high school.

Subsection (h) of section 33 of The Schools Administration Act, 1954, states that a Board may "purchase for the use of pupils textbooks and other school supplies, and either furnish them to the pupils free of charge or collect for the use thereof from their parents or guardians a sum not exceeding 25 cents per pupil in each month of the school year to assist in defraying the cost thereof".

It is suggested that care should be taken to stress the fact that, except for collection of such rentals as have thus been authorized by the Act, all such contributions by pupils are voluntary. This will prevent misunderstanding on the part of parents and pupils and obviate complaints that such school fees are compulsory.

S. D. Rendall

S. D. Rendall
Superintendent of Secondary Education.

TORONTO, October 17, 1956.

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1956-57:14
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ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO - SECONDARY SCHOOL PRINCIPALS
SECRETARIES OF SECONDARY SCHOOL BOARDS
(Not Boards of Education)
ELEMENTARY SCHOOL INSPECTORS

1. Re Memorandum Announcing Periodic Chest X-Ray Examinations

Copies of X-Ray: 1, a memorandum regarding periodic chest x-ray examinations, will be sent to Reporting Officials during the next few days.

Reporting Officials, as defined in the memorandum are asked to deliver copies to all employees of School Boards who are under their jurisdiction for the purpose of chest x-ray examinations.

2. Re Identification Cards for Employees in Section B of the Province

In a separate package copies of the special identification card, which will be held by the employee as evidence that he has had a chest x-ray examination, will be sent to the Reporting Officials in Section B of the Province. These cards are to be distributed to all employees of School Boards in Section B.

3. Re Additional Copies

It is hoped that the supply of the memorandum and, where applicable, of the identification card being sent to each Reporting Official will be sufficient, but it is very difficult to estimate the exact number required.

Additional copies may be requested from the undersigned, preferably in a letter dealing with that topic only.

4. Re Identification Cards

If a Reporting Official in Section A of the Province receives in error a quantity of identification cards, he is asked to return them to the Department, since these particular cards will not be used in his locality.

C. F. Cannon
Deputy Minister.

TORONTO, October 22, 1956

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26.

1956-57:15
3,500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY PRINCIPALS AND
SECRETARIES OF SECONDARY SCHOOL BOARDS

RE "TIME OF DECISION"

The attention of Secondary School Principals and of members of Secondary School Boards is drawn to the brochure "Time of Decision" recently published in consultation with the Minister of Education by the Teacher Recruitment and Service Council for Ontario Secondary Schools.

This publication is now available to Boards throughout the province and is commended to them for purchase and issue to the students of Grades 12 and 13. It sets forth in attractive form the solid satisfactions to be derived from the career of secondary school teaching and the steps to be taken to enter it. It should prove a decided stimulus to the recruitment of prospective teachers during these critical years.

The brochure may be obtained from Teacher Recruitment and Service Council, 1290 Bay Street, Toronto. The price is 30 cents a copy.

S. D. Rendall
Superintendent of Secondary Education.

TORONTO, November 5, 1956.

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1956-57:16
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ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS AND SECRETARIES OF SECONDARY SCHOOL BOARDS

1. Visites Interprovinciales

Many teachers of Modern Languages and of Social Sciences have found it worthwhile to encourage students to take part in "Visites Interprovinciales". The Department endorses this society operating bureaus in Ontario and Quebec through which congenial families are put in touch with each other so that a boy or girl may visit a home of the other language. These are arranged most satisfactorily on the understanding that hospitality will be exchanged. Some, however, make visits as paying guests. The bureaus cannot undertake to find summer jobs. The Ontario bureau would be particularly glad to hear of Ontario homes prepared to received recommended French-Canadian paying guests.

Address: 113 St. George St.,
Toronto 5.
WAlnut 3-5878

This year a new institution called "Inter-Community Visits" has been established. It has a different method from that of its parent "Visites Interprovinciales", which continues as before, relying on the co-operation of teachers of both provinces. Doubtless "Inter-Community Visits" will shortly be communicating with teachers to set forth its plans.

2. "It's Everybody's Business"

The Ontario Chamber of Commerce has recently acquired an excellent colour film entitled "It's Everybody's Business". This film uses animated cartoon treatment and deals with the operation of the free enterprise system. It would be of special interest to students of Economics. If you wish to obtain the film for use in your school, you should address your request to the Ontario Chamber of Commerce, 21 Dundas Square, Toronto.

S. D. Rendall

S. D. Rendall
Superintendent of Secondary Education.

TORONTO, November 5, 1956.

1956-57:17
3,500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS AND
SECRETARIES OF SECONDARY SCHOOL BOARDS

RE CANADIAN JUNIOR RED CROSS ART PROGRAMME

May we enlist your support in the International School Art programme sponsored by the Canadian Junior Red Cross. This programme, which was planned and developed by the League of Junior Red Cross Societies in Geneva, involves the exchange of children's art and crafts amongst 63 countries of the Junior Red Cross Societies, as a means of developing increased understanding among the young people of the world.

This Department, through its Art Branch, has always supported this programme. The National Office of the Canadian Junior Red Cross has advised us that it is urgently in need of more pictures and crafts from Ontario schools to enable it to fill its commitments with other countries.

We would appreciate your co-operation in advising Art teachers to support this programme by selecting the best examples of school paintings and crafts under regular school classes, and sending them directly to: Miss June Pemberton, 95 Wellesley Street East, Toronto 5, Ontario. The attached leaflet, prepared by the Canadian Junior Red Cross sets forth the details of the work required.

In addition to this request for contributions of art and crafts, I have been advised that the Junior Red Cross has assembled a number of excellent exhibits of paintings received from abroad. Plans are under way to organize circuits of a number of school districts for the showing of these paintings. If you would like to have one of these exhibits for a period of approximately one month would you please write directly to Miss Pemberton at the address given above.

S. D. Rendall

S. D. Rendall
Superintendent of Secondary Education.

TORONTO, November 5, 1956.

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ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS
ELEMENTARY SCHOOL INSPECTORS

Re Scholarships for Study Outside Ontario

Principals and Inspectors are asked to bring to the attention of teachers who may be interested the Department of Education Scholarships for Study Outside Ontario.

The courses of study to be followed by the recipients shall be those prescribed by a school, university, or other institution outside Ontario and approved by the Minister.

The awards will be made upon the following conditions:

1. For the school year 1957-58 the regulations have been amended to provide 3 scholarships, each of $2000 per annum, for one year and payable in 2 instalments of $1000. A Scholarship shall not be renewable.
2. An applicant shall hold a degree from an Ontario University and an Ontario teaching certificate, and shall be a resident of Ontario.
3. An application for a Scholarship must be made in writing and must be supported by evidence of academic and professional standing, of general fitness to undertake post-graduate study, and of the School Board's willingness to grant leave of absence if the Scholarship is awarded. The applicant shall state the course of study he proposes to pursue.
4. Each teacher accepting a Scholarship shall sign an agreement to give at least three years' service to the Province of Ontario in educational work on completion of his course. On returning from the course the teacher shall notify the Department of the work he proposes to pursue in the Province, and, if at any time circumstances are such that he cannot complete the three years' service, the Department shall be notified of the facts of the case. The Minister may cancel the agreement if he decides that the circumstances warrant such action.
5. A teacher who wishes to apply for a Scholarship should write to the Department for a copy of Ontario Regulations 175/54, Scholarships for Study Outside Ontario, as amended by Ontario Regulations 198/56.
6. Applications shall be submitted to the Deputy Minister on or before March 1, 1957. The awards will be announced prior to April 1, 1957.

C. F. Cannon

TORONTO, November 7, 1956

Chief Director of Education.

1956-57:19
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30.

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS

Re Comments on Grade 13 Examinations, 1956

1. Copies of comments prepared by the members of the Committees in charge of marking the 1956 Grade 13 examination papers will be sent to principals in the near future.

2. Principals are urged to hand the copies to the Grade 13 teachers concerned. Each year several Associate Examiners state that they have not seen the Comments.

3. The Comments have been arranged in sets as follows:

Set No. 1--History
Set No. 2--Algebra
Set No. 3--Geometry
Set No. 4--Trigonometry and Statics
Set.No. 5--Physics
Set No. 6--Chemistry
Set No. 7--Botany
Set No. 8--Zoology
Set No. 9--French
Set No.10--Latin
Set No.11--German
Set No.12--Spanish
Set No.13--Geography
Set No.14--French for French-speaking Candidates

If you do not receive a sufficient number of copies please ask for an additional supply in a letter dealing with that topic only.

Sets Nos. 11, 12, and 14 will be sent only to the schools concerned.

4. The comments on English Composition and English Literature are contained in Circular H. S. 4C, printed in 1956. Copies of this circular have been sent to principals.

5. Teachers are reminded that the exact type of question or evaluation may not be used again. Marking schemes vary from year to year according to the character of the questions. This material is not intended as a teaching guide but as information which may be useful, in a general way, to teachers.

Superintendent of Secondary Education

TORONTO, November 8, 1956

1956-57:20
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ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM FOR SECONDARY SCHOOL PRINCIPALS

RE: COMMITTEES OF SELECTION, PROVINCIAL TEACHERS' COLLEGES

The Minister of Education announces that the policy introduced seven years ago of establishing a Committee of Selection at each Provincial Teachers' College will continue in 1957. The Principal of the Teachers' College will act as chairman of the Committee, and the members will be drawn from the staff of masters of the Teachers' College, inspectors of elementary schools, and members of the Ontario Teachers' Federation. Each applicant for admission to the Teachers' College will be interviewed by a representative or representatives of this Committee.

Members of the Committee will in due course visit the Secondary Schools, where they will interview prospective applicants for admission to Teachers' Colleges. Arrangements for the date of these visits will be made by the principals of the Teachers' College and Secondary Schools concerned. At the time of these visits, opportunities for individual interviews will also be given to mature persons in the community who hold the academic qualifications for admission to Teachers' College, and are interested in entering the teaching profession.

Each Secondary School Principal is requested to inform the principal of the Teachers' College in his district on or before February 15, 1957, of the names of students in his school who are interested in entering Teachers' College in September, 1957, and who may have the necessary qualifications for admission at that time. It will be appreciated if you will divide the list of names into two parts, (i) possible applicants for the One-year Course, for which standing in eight Grade 13 papers, including one English paper, is the general academic requirement for admission, and (ii) possible applicants for the Two-year Course for which the Secondary School Graduation Diploma of the General Course with three options is the minimum academic admission requirement. A mutually convenient date will later be arranged for the visit of a representative or representatives from the Committee of Selection. Should a Secondary School principal have no names to report, he should advise the Teachers' College principal of that fact by February 15.

The helpful co-operation of Secondary School principals in this work in past years has been much appreciated by the Committees of Selection.

F. S. Rivers
. . . .
Deputy Minister of Education.

TORONTO, January 3, 1957.

1956-57:21
4000

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

RE: RECRUITMENT IN OUR SCHOOLS OF PROSPECTIVE SECONDARY SCHOOL TEACHERS

It is generally recognized that the growth in secondary school enrolment, which is already evident in many localities in this Province, will continue to increase during the next few years. With it will come a demand for secondary school teachers which, unless adequate measures are taken, may possibly exceed the supply. The opportunity afforded in the past two years to qualify for teaching through a special summer course of ten weeks, followed after a year of teaching by a further course of five weeks, has, so far, contributed satisfactorily to a solution of the problem. This plan, which has produced such excellent results, must necessarily be continued for some years and a larger number of university graduates must be attracted, not only to these courses but to the regular course in the Ontario College of Education as well. This solution of the impending problem can best be achieved by recruiting many more capable Grade 13 graduates for university work and imbuing a goodly proportion of them with a desire to teach in secondary schools.

Of course, there will be need for more nurses, engineers, doctors, dentists, and professional men and women in many spheres because a large present-day population is drawing on the resources of a small population of ten years or more ago. It is a situation which anyone could foresee but which no authority could prevent or prepare for in advance.

The Principals of secondary schools are, of course, familiar with the efforts of the Teacher Recruitment and Service Council for Secondary Schools towards these ends, and in particular, with their recent brochure TIME OF DECISION. It is understood, also, that many of the District Teachers' Organizations are making it their special concern this year to bring to the attention of their members their responsibility for presenting to senior students the legitimate claims of the profession.

Doubtless all Principals will be making arrangements for group meetings of pupils who may be attracted to teaching in secondary schools. In planning for speakers to address such groups, it is suggested that possibly an interchange of Principals, Vice-Principals, or Guidance officers in neighbouring schools, or an invitation to a suitable person outside the profession, might have some merit in supplementing the efforts of the local personnel. This, needless to say, need not interfere in any way with the arrangements made each year for representatives from the Teachers' Colleges to meet those pupils who are interested in teaching in the elementary school field. Indeed, the two efforts should reinforce each other.

S. D. Rendall

S. D. Rendall
Superintendent of Secondary Eeucation.

TORONTO, January 4, 1957.

1956-57:22
4500

ONTARIO
DEPARTMENT OF EDUCATION

MISCELLANEOUS MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS AND SECRETARIES OF SECONDARY SCHOOL BOARDS

University of Alberta-Carnegie Corporation Research Fellowships

The Dean of the Faculty of Education, University of Alberta, has recently announced that that University, in conjunction with the Carnegie Corporation of New York, has available two Research Fellowships, each of a value of $2,500.00, and a third of a value of $1,500.00, for graduate study in Education at the University of Alberta. The fellowships will be awarded on the basis of academic and professional achievement, and will be used to finance graduate study leading to the M.Ed. or Ph.D. degree. Information concerning the programmes for these degrees may be obtained from the Director, School of Graduate Studies or the University Registrar. Applications accompanied by transcripts of academic record and the names of three suitable references should be sent before the 15th of March to

THE DEAN, FACULTY OF EDUCATION,
University of Alberta,
Edmonton, Alberta.

S. D. Rendall

S. D. Rendall
Superintendent of Secondary Education.

TORONTO, January 21, 1957.

1956-57:23
4500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS AND SECRETARIES OF SECONDARY SCHOOL BOARDS

Re Application for Letters of Permission

Basic teaching qualifications required in the secondary schools are as follows: High School Assistant's Certificate, Type B; Vocational Certificate, Type B,(for Vocational subjects only); Letter of Standing; Elementary-School Teacher's Certificate (for Continuation Schools only).

1. A School Board which has employed during the present school year (1956-57) a teacher who does not hold the necessary basic certificate, in accordance with the Regulations, is required to advertise the position prior to May 1, but not earlier than April 1, in a newspaper having a provincial circulation, unless the teacher concerned is able to complete his basic teaching qualifications by September 1, 1957, and gives a written assurance to do so.

2. A Board which has employed during the present school year a teacher who holds the proper basic certificate mentioned above, but who does not hold the *special* certificate required by the Regulations for the teaching of a particular subject is *not* required to advertise the position if the teacher gives assurance in writing to his Board that he will attend a summer course in 1957 to improve his standing or complete his qualifications for this special certificate.

3. A Board, when making application to engage a teacher who is eligible to attend the special summer courses leading to the High School Assistant's Certificate, Type B, should follow the detailed instructions outlined in the Memorandum titled - Steps required re applicant taking special summer courses, to be issued shortly.

4. If a position has not been filled under the conditions listed in paragraphs 1, 2, or 3 before Friday, June 7, the Board must advertise the position after that date. If, after advertising, the Board is unable to obtain a qualified teacher, the Secretary of the Board shall write to the Department within thirty days of the final date of the advertisement asking for Form 700, which is to be used when applying for a Letter of Permission.

5. A Board which is advertising for a teacher should mention the subjects which are to be assigned to the teacher.

6. A Board should not make application for a Letter of Permission to employ a person who has already taught on Letters of Permission for a period of three years.

C. W. Booth

Deputy Minister.

Toronto, February 6, 1957.

1956-57: 24
4500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS

RE EXPERIMENTAL EXAMINATION PAPERS IN GRADE 13

After discussion with the University Matriculation Board and an approach to a considerable number of secondary schools across the province, which have already agreed to co-operate, the Department is this year setting experimental examination papers in Grade 13 French and Mathematics to be written by one thousand or more pupils approximately two weeks before the start of the regular Grade 13 Departmental examinations. These papers will be based on the regular courses of study and will be written under the conditions prescribed for Grade 13 examinations; they will be marked by groups of associate examiners, just as are the regular papers; however, the marks obtained on them will have no bearing whatever on the standing of the candidates in the regular examinations nor on their admission to University or Teachers' College. Further, the members of the committee having to do with the experimental papers are not concerned in any way with the setting or supervision of the regular papers.

The experiment represents an attempt to devise tests adapted to the differing needs of the two main groups of students present in any typical Grade 13 class in a given subject; first, those who intend to proceed with the study and use of the subject on entrance to University or professional school and second, those who are taking the subject for its general educational value or need it to complete the required number of papers for Honour Graduation Diploma or University entrance but do not expect to pursue the subject further.

There will be a "General" and a "Special" paper in both French and Mathematics. The General papers, it is intended, will test the knowledge and skills which might reasonably be expected of all candidates; the Special papers will, it is hoped, prove suitable tests of the facility and readiness of the candidate who hopes to do further work in the subject. Thus there will be a General paper in Mathematics (including Algebra, Geometry, and Trigonometry and Statics) consisting of questions on book work and its applications and so arranged that those who have studied either two or three of the Mathematics courses in Grade 13 may do themselves equal justice. There will also be a Special paper in Mathematics containing questions, graded in difficulty, for testing facility in problem solving.

Similarly, there will be a General paper in French which will test the candidate's basic knowledge in both Authors and Composition and a Special paper in French (also a combination paper) for testing knowledge of the more difficult details of the course and special facility in the use of the language. This year, in order to obtain a maximum of information from the experiment, all those participating are asked to try all four papers; should any permanent development result from the experiment, however, not all candidates would in future be expected to write the Special papers.

The Department of Educational Research of the Ontario College of Education will assist by correlating the results obtained by this group of pupils on the experimental papers with their results on the regular papers and also with their success in first year University or Teachers' College. The same pupils are also being asked to write a scholastic aptitude test at some time convenient to the school before June. This test will be similar to that used last year in the Atkinson Study.

It is hoped that the pupils who are helping in this experiment will look upon it as worthwhile in itself, as a useful preliminary experience in Departmental examination procedure, and as a helpful feature of their comprehensive review for the regular examinations. It is also hoped that they will approach both General and Special papers with a determination to do the best of which they are capable. It is certainly not intended that this experiment should cause a disturbance in their regular routine, or worry as to the results. Since the four papers will be written on May 23 and 24, over two weeks before the start of the regular Departmentals, there will be ample opportunity for those writing to discuss the papers with their teachers. Further, so as not to cause any unfairness to those not participating in the experiment, copies of the experimental papers will be sent to all schools immediately after they are written.

C. W. Booth

C. W. Booth
Deputy Minister of Education.

TORONTO, February 4, 1957.

1956-57:25
4,000

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS

RE PART-TIME MARKING OF CORRESPONDENCE COURSES

During the last few years the Department has followed the plan of having its lessons for Correspondence Courses in Grades 9 to 13 marked outside on a part-time basis by teachers in the secondary schools who have been found to be outstanding in their ability to organize and present the work in their subjects. As the enrolment in the courses grows, the need for markers increases, and secondary school principals in any part of the province are now being asked to inform teachers interested in becoming markers for the Correspondence Courses Branch that they are invited to apply to the Director, Correspondence Courses Branch, 206 Huron Street, Toronto.

It is suggested that principals give this information only to teachers who are considered suitable for this work and likely to be interested in it. Applicants should state the subjects and grades which they prefer. For the present school year teachers of English and of History especially will be needed. It should be understood that every person applying will not necessarily be appointed. However, their names will be placed on a list from which markers will be selected as they are required. Markers selected are those who know the subject matter thoroughly, who are teaching successfully in the classroom, and who would be in sympathy with the needs of students, generally adults, who are compelled to study by Correspondence when no other method is available. Payment to those appointed will be made on a per-lesson basis.

S. D. Rendall

S. D. Rendall
Superintendent of Secondary Education.

TORONTO 2, February 14, 1957.

1956-57:26
4500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS AND
SECRETARIES OF SECONDARY SCHOOL BOARDS

Steps required re Applicant Taking Special Summer Courses

The following outline of the steps required in the employment of applicants who intend to take special summer courses leading to the High School Assistant's Certificate, Type B, is intended for the information and direction of Boards and applicants. Secretaries of Boards are requested to discuss the procedure as outlined below with any such applicant whom they intend to employ. It is essential that the procedure as outlined be followed carefully.

1. The Board advertises as required after April 1. (Circular 623 and Circular 1956-57:23).
2. Failing to obtain a qualified applicant, the Board applies for a Letter of Permission, on Form H.S.700, to employ an applicant who undertakes to attend the special summer courses. Boards are reminded that applications for Letters of Permission may not be made until at least three days have elapsed after the final day of advertisement. If this condition is not observed, such applications will not be considered.
3. Letters of Permission for admission to the special summer course will not be issued unless application has been made on Form 700 by June 5, 1957.
4. If the Letter of Permission is granted, it is sent from the Department of Education to the Secretary of the Board, and a copy is given to the Ontario College of Education.
5. The Board then enters into a contract, which is subject to the applicant's admission to the first summer course. The Board then instructs the applicant to submit his copy of the contract immediately to the Ontario College of Education and to ask for a form of application for admission to the summer course.
6. Application for admission to this course must be made by June 8, 1957.
7. If the application is accepted, a copy of the letter of acceptance will be mailed to the Board by the Ontario College of Education. If it is not accepted, the Ontario College of Education will return its copy of the letter of Permission to the Registrar of the Department of Education for cancellation.
8. The Department of Education will notify the Board that the Letter of Permission has been cancelled.
9. If accepted, the applicant will take the first summer course, beginning June 17, 1957. Enrolment in this course will be closed on June 18.
10. After the successful completion of the first summer course, the applicant will be granted a Letter of Standing valid for one year.

11. If the applicant does not complete the summer course successfully, the Letter of Permission will be considered valid for the school year, but may not be renewed.

12. A Board which intends to engage a teacher who is eligible to attend the special summer courses leading to the High School Assistant's Certificate, Type B, shall require of the applicant a written undertaking to attend the special course this summer.

The following statement shall therefore be signed by the applicant where a Letter of Permission is requested, and where the applicant undertakes to attend the special summer courses as outlined in Circular 623, regarding special summer courses leading to the High School Assistant's Certificate, Type B.

When this statement has been signed by the applicant, it shall be attached to the application for permission to engage an unqualified teacher (Form 700).

If Secretaries require additional copies of this Memorandum, they will be sent on request.

S. D. Rendall

S. D. Rendall
Superintendent of Secondary Education.

Toronto, March 5, 1957.

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This is to certify that I hold a degree from

. . . .
(Name of University)

and that I will apply for admission to the special ten-week summer course this year if the . . . . Board obtains a Letter of Permission for my employment and engages me under contract, subject to admission to the summer course.

. . . .
(Signature of Applicant)

Date. . . . . .19. .

. . . .
(Name of Applicant Printed)

1956-57:27
4500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS AND SECRETARIES OF SECONDARY SCHOOL BOARDS

Re Memorandum 1956-57:23 of February 6, 1957,
"Application for Letters of Permission"

Clarification and amendment appear to be desirable regarding paragraph 1 of the above memorandum. This deals with the dates of advertising of secondary school teaching positions available in September next. (Paragraphs 2 to 6 of the memorandum are unaffected.)

(a) By agreement among the Ontario Trustees' Council, the Ontario Secondary School Teachers' Federation, and the Ontario College of Education, advertising for secondary school teachers required for September 1957 will not be done before March 2.

After that date, and subject, of course, to the usual contract provisions, any position may be advertised, whether at present held by a person holding a basic teaching certificate or not.

(b) If the present occupant does not hold a basic certificate, the position must be advertised before May 1, unless the teacher concerned is able to complete his basic teaching qualifications by September 1, 1957, and gives a written assurance to do so, in which case no advertisement is required.

(c) Should no qualified applicant be obtainable from the March advertising, the Board may advertise again after April 1 and, if certificated persons still are not available, accept the application of a person without the basic certificate who undertakes to attend the special summer courses leading to the High School Assistant's Certificate, Type B. See paragraph 3 of memorandum 23.

C. W. Booth

C. W. Booth
Deputy Minister of Education.

TORONTO, February 20, 1957.

Note: Circular 1956-57:26 has not yet been sent out from the Department of Education.

1956-57:29
4,500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS AND SECRETARIES OF SECONDARY SCHOOL BOARDS

1. University of London Institute of Education Summer Course

The University of London Institute of Education has asked the co-operation of this Department in bringing to the attention of Ontario teachers its third vacation course on "Education in England" next July.

The course is held in London from July 10 to 23 and consists of lectures and tutorial discussions. Residential accommodation is available, if desired, in the Institute College House, near the main building, which adjoins Russell Square in the heart of London. The fee for the course will be £21, including residence, meals, tuition and organized excursions.

Additional courses on "Vocational and Technical Aspects of Education to the Age of 18" and "Some Aspects of Exploration and Discovery in the Junior School" are being offered during the periods July 26 to August 2 and August 7 to 15, respectively. Residence and tuition fees in each case amount to £9. A limited number of brochures and application forms are available from the undersigned. Further particulars will gladly be supplied by The Adviser to Teachers, University of London Institute of Education, Malet Street, London, W.C. 1.

2. Handbooks on Canadian Life Insurance

We have been informed by the Canadian Life Insurance Officers Association that a French-language edition of their Handbook, L'ASSURANCE SUR LA VIE, PETIT MANUEL CANADIEN, is now available for distribution in the same way as its English counterpart. One copy will be sent free to any teacher who applies to the Educational Division, Canadian Life Insurance Officers Association, 302 Bay Street, Toronto 1.

3. School Annuals

The experience of at least two or three secondary school principals who have entered into contracts with a firm in the United States to produce an "Annual" for their school prompts the suggestion that before co-operating in the solicitation of advertising from local firms, school authorities should make careful enquiry as to the reputation enjoyed by the publishing house in question for the fulfilment of its contractual obligations.

S. D. Rendall

S. D. Rendall
Superintendent of Secondary Education.

TORONTO, February 21, 1957.

1956-57:30
4,500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS AND
SECRETARIES OF SECONDARY SCHOOL BOARDS

Re: Ratings on Applicants for Teaching Positions

The following suggestions are made in order that ratings on applicants for teaching positions may be given as expeditiously as possible to accredited representatives of Secondary School Boards.

1. All requests by telephone should be made to Empire 3-1211, local 2774. The person placing the call should give his name, position, address, and telephone number. The list of applicants submitted should be arranged alphabetically and should indicate the school at which each teacher is now employed or was last employed. Separate lists should be presented for (a) assistant teachers, and (b) principals, vice-principals, or heads of departments. Ratings cannot readily be given on teachers who left the profession more than three years ago, since their names do not appear on our current files.

2. If the inquiry is received by telephone, telegraph, or letter, the reply will be given in kind, unless otherwise requested. It will be made as soon as the necessary information can be assembled. It is hoped, therefore, that you will appreciate that some delay in reply may be unavoidable.

3. In view of the fact that thousands of inquiries are being received, only one call should be made regarding any list of applicants, and only the names of the most suitable applicants should be submitted. It will help greatly if a preliminary reduction of the list to five or six names has been made. Replies will, of necessity, be limited to general terms, such as, outstanding, excellent, very good, good, fairly good, unsatisfactory. More detailed comments may be made on applications for the position of Principal, Vice-Principal, or Head of Department.

4. It is essential that all information given be treated in the strictest confidence, and it is understood that no ratings will be requested except for positions which have been advertised.

Note: (1) Requests for ratings on teachers-in-training should be made at the Ontario College of Education.
(2) Inquiries regarding teachers who have been teaching in the cities of Hamilton, London, Ottawa, Toronto, or Windsor should be made directly to the Secondary School Superintendent of that city.

S. D. Rendall
S. D. Rendall
Superintendent of Secondary Education.

Note: Circular 1956-57:28 has not yet been sent out from the Department.

TORONTO, February 28, 1957.

1956-57:31
3500

247
43

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS AND
SECRETARIES OF SECONDARY SCHOOL BOARDS

Re: Section 5 of The Department of Education Act, 1954

Section 5 (d) of The Department of Education Act, 1954, reads as follows: For the purpose of calculating legislative grants, the Minister may add to the actual aggregate attendance of a school the number of days' attendance lost by pupils who were absent from school in the month of June when their regular classroom work was discontinued because of the holding of examinations which they were not required to write.

In order to provide uniformity and to ensure that Boards may receive the full grant to which they are entitled under Section 5 (d) of The Department of Education Act, 1954, you are requested to instruct those concerned to mark the Daily Register of Attendance in conformity with the plan outlined below.

1. Only those pupils who are in actual daily attendance up to and including June 11, 1957, or who are on work experience under Exam. Circular 40 dated February 15, 1957, distributed to Vocational School Principals only, shall be marked present in the Daily Register of Attendance.

2. All final examinations in Grades 9 to 12 inclusive shall take place after June 11, 1957, on such dates as the Principal may determine, and each pupil of Grades 9 to 12 inclusive who writes these examinations shall be marked with a "G" in the Daily Register of Attendance for each school day from June 12 to June 28, 1957, inclusive.

3. Each pupil of Grades 9 to 12 inclusive who has been in regular attendance up to June 11, 1957, and who may be excused from the examinations because of superior standing during the school year shall be marked with a "G" in the Daily Register of Attendance for each school day from June 12 to June 28, 1957, inclusive.

4. Each pupil who writes one or more Grade 13 Departmental examination papers shall be marked with a "G" in the Daily Register of Attendance for each school day from June 12 to June 28, 1957, inclusive.

5. It should hardly be necessary to add that all teachers are expected to be available for any such duties as Principals may assign them up to and including June 28, 1957. If only from the standpoint of good public relations, observance of this requirement should, it is believed, commend itself to all members of the teaching profession.

C. W. Booth

C.W. Booth
Deputy Minister of Education

TORONTO, March 13, 1957.

~~248.~~
44

1956-57:32
4,000

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

RE NEW FILMSTRIP FOR BUSINESS PRACTICE AND BOOKKEEPING

The Canadian Bankers' Association, which has already provided free to schools several useful filmstrips on phases of Canadian banking, has just completed a new filmstrip entitled "The Story of a Draft".

Written by Mr. A. P. Seggie of the Ontario College of Education, "The Story of a Draft" is a clear and practical presentation of the complete circuit of the commercial draft, and it can be recommended for use in Business Practice classes. The last nine frames explain the bookkeeping involved in the use of drafts, and are intended for grades in which bookkeeping is taught.

This new filmstrip, together with a teaching manual, is available to schools, free on request. It may be obtained by completing the enclosed order form and mailing it to The Canadian Bankers' Association, Room 203, 901 Bleury Street, Montreal, Quebec.

S. D. Rendall

S. D. Rendall
Superintendent of Secondary Education.

TORONTO, March 13, 1957.

1956-57:33
4,000

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS AND SECONDARY SCHOOL PRINCIPALS

Frequently, organizations and associations request that the Department include material in the regular mailing to schools. Although certain materials may be helpful, the mailing facilities within the Department are not such that all requests can be granted.

Under the present policy of the Department, material is included in the regular mailing of the Department only when it is not bulky and will be helpful to the teachers in all schools. In a few other cases, the Department supplies a list of elementary school inspectors and a list of secondary schools to the organization or association wishing to distribute the material. When the organization or association is given authority to distribute material directly to the secondary schools and through the elementary school inspectors to the elementary schools, the elementary school inspectors and secondary school principals are notified by the Department.

It is requested that inspectors and principals examine carefully any such material when it is received in order to determine the manner of distribution which will result in the best use of the material.

F. S. Rivers

Deputy Minister.

TORONTO, March 12, 1957.

~~250~~
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1956-57:34
4500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS.

RE: SECONDARY SCHOOL PRINCIPALS' COURSE.

The attached memorandum covers a change in the names of the certificates which are now required for the principalship of different types of secondary schools and the procedure by which an applicant may be admitted to the new secondary school principals' course.

Will you please bring this memorandum to the attention of members of your staff who may be interested in qualifying for the Secondary School Principal's Certificate. The application should be sent immediately to the appropriate official indicated in the memorandum.

Your co-operation in expediting this matter will be appreciated, especially in view of the fact that applications should be received in this office not later than April 15 so that the necessary arrangements can be made for conducting the oral examination.

S. D. Rendall

S. D. Rendall,
Superintendent of Secondary Education.

TORONTO, March 26, 1957.

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47

ONTARIO
DEPARTMENT OF EDUCATION

SECONDARY SCHOOL PRINCIPALS' COURSE

Since 1952, two separate and distinct summer courses have been offered by which a secondary school teacher might obtain a principal's certificate. The high school principals' course led to a High School Principal's Certificate which qualified the teacher to be principal of a continuation school, high school, or collegiate institute. The vocational school principals' course led to a Vocational School Principal's Certificate which qualified the teacher to be principal of a vocational school. A teacher who held both the High School Principal's Certificate and the Vocational School Principal's Certificate was qualified to be principal of a composite school.

A new secondary school principals' course is being introduced in 1957. This course will lead to a Secondary School Principal's Certificate which will be valid in a high school, collegiate institute, vocational school, or composite school. This new course will consist of two parts which will be offered in consecutive summers. Each part will be of five weeks' duration. Part I will be offered in 1957.

An applicant for admission to Part I of the secondary school principals' summer course shall

(a) hold a Permanent High School Assistant's Certificate, or a High School Specialist's Certificate,

(b) have completed a minimum of five years of teaching experience, at least three of which must have been in an Ontario secondary school, before his admission to the course,

(c) have been rated as a better than average teacher for at least the last two years of his teaching experience, and

(d) pass an oral examination.

A teacher wishing to be admitted to the summer course should first make application for admission to the oral examination. In his letter of application he should state the names and numbers of his teaching certificates, the names of the secondary schools in which he has taught, and the number of years of teaching experience he has had in each school. He should also mention any relevant experience in addition to school activities.

A teacher in the High School District of Hamilton, London, Ottawa, Toronto, or Windsor shall forward his letter of application to the Superintendent of Secondary Schools appointed by the local School Board. A teacher in the High School District of Chatham, Etobicoke, Forest Hill, Guelph, Kingston, North York, Peterborough, Sarnia, Sault Ste. Marie, or Scarborough, shall forward his letter of application to the

Director of Education or Superintendent of Secondary Schools appointed by the local School Board. A teacher in any other municipality shall forward his letter of application to the District Secondary School Inspector appointed by the Department of Education.

The Superintendent, Director, or District Inspector, as the case may be, will forward his evaluation of the applicant's work and also the applicant's original letter to the Superintendent of Secondary Education, Department of Education, Parliament Buildings, Toronto.

If a teacher's application for admission to the oral examination is accepted, he will be informed of the date and time of his examination. Oral examinations will be conducted by a committee appointed by the Superintendent of Secondary Education and will be held in Toronto during Easter week and at later dates before the opening of the course. The Superintendent of Secondary Education may make arrangements for holding oral examinations at various centres throughout the province.

A candidate who has passed the oral examination shall obtain an official Departmental Summer Course Application Form and file this completed form with the Deputy Minister of Education.

It is expected that this course will be conducted at Queen's University in Kingston, where university residences will be made available to the candidates.

S. D. Rendall

S. D. Rendall,
Superintendent of Secondary Education.

TORONTO, March 26, 1957.

1956-7:35
4,000

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS AND
SECRETARIES OF SECONDARY SCHOOL BOARDS

RE BURSARIES FOR STUDENTS INTERESTED IN NURSING

1. The Registered Nurses' Association of Ontario is offering an annual bursary to a student entering the first year of a basic degree course in nursing at a university school of nursing which appears on the list of approved schools of nursing in Ontario.

   The bursary will have a value of $300 for each year of the course. The final year's amount of $300 will be considered to be on a loan basis to be repaid, without interest, by the student to the Registered Nurses' Association of Ontario within two years after completion of the course.

   The conditions of award include: (1) need for financial assistance; (2) satisfactory standing in secondary school; (3) desirable personal qualities; (4) acceptance for admission to a basic degree course in nursing at a university school of nursing which appears on the list of approved schools of nursing in Ontario.

   Application forms may be obtained from: The Executive Secretary, Registered Nurses' Association of Ontario, 33 Price Street, Toronto 5, Ontario. Applications should be submitted on or before September 1, 1957.

2. The Women's Hospital Auxiliaries Association of Ontario is offering a bursary of $125 to a student who has been accepted for enrolment in an approved school of nursing in Ontario in the fall class of 1957. The purpose of the bursary is to assist a student who otherwise would be unable to consider a nursing career.

   Regulations governing the award are as follows:-

   1. The bursary will be awarded conditionally during July and the recipient notified that the money will be paid upon the successful completion of the preliminary term, which varies from three to six months according to the school where the enrolment occurs.
   2. The bursary will revert to the student of second choice who fulfils the above-mentioned requirement should the recipient fail to complete her preliminary term.
   3. Applications must be submitted on a bursary form obtained from the Registered Nurses' Association of Ontario, 33 Price Street, Toronto 5. Completed forms to be returned before June, 30, 1957.
   4. A statement from the school of nursing concerned indicating that the student has been accepted for enrolment in the fall of 1957 must support the application.

S. D. Rendall

S. D. Rendall
Superintendent of Secondary Education.

TORONTO, April 8, 1957.

1956-57:36
4,000

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS AND
SECRETARIES OF SECONDARY SCHOOL BOARDS

1. Ontario Hospital Association Pamphlets

In recent years the Ontario Hospital Association has prepared and distributed interesting pamphlets regarding the importance of hospitals in the community. These will be sent to secondary schools throughout Ontario again this year. The Ontario Hospital Association hopes by this means to call attention to the vital services rendered by our community hospitals and to the opportunities for useful careers which are offered in connection with hospital work. The Department of Education feels that these pamphlets will be of interest to young people in our schools. This year this material will be mailed directly to secondary schools so that they will reach your school at the beginning of the spring term. You should receive a sufficient number of the pupils' pamphlets to supply all who are enrolled in Grade 9. If your supply is insufficient, you may obtain as many as you need by addressing your request directly to the Ontario Hospital Association, Toronto 7.

2. Chartered Accountant University Entrance Scholarships

The Institute of Chartered Accountants of Ontario is offering two scholarships of $1000 each for competition among Grade 13 students who enrol in September, 1957, in Ontario university courses in Commerce or Business Administration.

These scholarships will be awarded to the two candidates among such students who obtain the highest and the second highest standing on eight papers in the Ontario annual Grade 13 examinations in June, 1957. The eight papers must include English Composition, English Literature, and Algebra, and an overall average of at least 75% on all eight is required in order to qualify. Further details regarding the scholarships may be had from the Institute of Chartered Accountants of Ontario, 69 Bloor Street East, Toronto 5, to which body application should be made before May 31 on a special form obtainable from the Institute.

S. D. Rendall
Superintendent of Secondary Education.

TORONTO, April 8, 1957.

~~255~~
51

1956-57:37
4000

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re Copies of Revised Grade 13 Courses of Study

1. Copies of the following revised Grade 13 Courses of Study, to be introduced in September, 1957, are being sent to the secondary schools.

Curriculum S.25	-	English
Curriculum S.10	-	History
Curriculum S.20	-	Physics
Curriculum S.18	-	Chemistry
Curriculum S.23	-	Biology
Curriculum S.22	-	Latin and Greek

2. Curriculum I. and S.15, Modern Languages, has also been revised, and copies will be ready for distribution shortly.

3. It will be noted from Circular H.S.1B, List of Publications re Courses of Study, Grades 9-13, for 1957-58, that the above-mentioned are the only Grade 13 Courses of Study which are being revised for September, 1957.

4. Principals are asked to distribute these copies of the Courses to the teachers concerned.

5. Additional copies required for teachers' use should be requested, preferably by the principal, in a letter dealing with that topic only.

C W Booth

Deputy Minister.

TORONTO, April 26, 1957.

1956-57:38
4000

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS.

RE: SECONDARY SCHOOL PRINCIPALS' COURSE.

Our memorandum 1956-57:34 announces the procedure by which an applicant may be admitted to the new secondary school principals' course which will lead to the Secondary School Principal's Certificate.

The former High School Principal's Certificate will continue to be valid for the principalship of a high school or collegiate institute, and the former Vocational School Principal's Certificate will continue to be valid for the principalship of a vocational school. The holder of both the High School and the Vocational School Principal's Certificates may continue to accept the principalship of a composite school.

If a teacher holds only a High School Principal's Certificate and wishes to qualify for the principalship of a composite school or a vocational school, it will be necessary for him to pass successfully Part II of the new secondary school principal's course.

Applications for Part II of this course, which will be offered in 1958, may be submitted not later than December 31, 1957. The procedure for the submission of these applications will be the same as that for Part I, as outlined in the memorandum 1956-57:34.

Will you please bring this memorandum to the attention of members of your staff who may be interested.

S. D. Rendall

S. D. Rendall,
Superintendent of Secondary Education.

TORONTO, April 25, 1957.

1956-57-39
4000

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS

Re Modern Language Texts for Grades 12 and 13.

Principals are asked to draw this memorandum to the attention of Heads of Language Departments or Teachers of Modern Languages.

1. It is sometimes found that books proposed for Prescription for the Grade 13 Authors examination have been or are being read in Grade 12. For example, when DIE VERSCHWUNDENE MINIATUR was proposed for prescription for the examinations of 1958 it was found that it was being used in the current year in some Grade 12 classes, and another book had to be substituted for the Grade 13 prescription.

2. Requests and recommendations frequently reach the Department of Education for the repeated prescription of books which have proved acceptable.

3. For these reasons teachers of modern languages are asked not to use in Grade 12 books which have, within the past few years, been used as Grade 13 prescribed Authors. If this rule is followed then there will be no obstacles to the repeated prescription of any book.

4. The following books have been prescribed within the past ten years:

   French: FRENCH SHORT STORIES, COLOMBA, MADAME THÉRÈSE, LE LIVRE DE MON AMI, LE NOTAIRE DU HAVRE, LES MAÎTRES CONTEURS, LA PETITE POULE D'EAU.

   German: FRIEDER;IM THÜRINGER WALD, DIE VERSCHWUNDENE MINIATUR, GEORG UND DIE ZWISCHENFÄLLE, BUDDENBROOKS, LEBEN UND DENKEN, DAS FLIEGENDE KLASSENZIMMER, MEINE SÄMTLICHEN WERKE, DAS DOPPELTE LOTTCHEN, POLE POPPENSPÄLER.

   Spanish: MARTA Y MARÍA, JOSÉ, EL CAPITÁN VENENO, LECTURAS IBEROAMERICANAS, EL ALFÉREZ REAL, SOMBRERO DE TRES PICOS, ZALACAIN EL AVENTURERO, CUENTOS HISPÁNICOS, LA HERMANA SAN SULPICIO.

   Teachers are asked to avoid the use of these books in Grade 12 classes.

W. R. Stewart

for S. D. Rendall,
Superintendent of Secondary Education.

DEPARTMENT OF EDUCATION

[illegible]

(a) Modern Language Tests for Grades 12 and 13

[illegible]

1. [illegible]

2. [illegible]

3. [illegible]

4. [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

1956-57:40
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ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS

RE CADET PROGRAMME

To clarify the position of school cadet corps it has been necessary to review their position and re-state the policy of the Department of Education.

During the war years the Ontario Department of Education agreed to provide school time for cadet training as long as it remained compulsory. After the war the Department of National Defence restricted the cadet programme by issuing a quota to each cadet corps. At this time the Department of Education stated that membership in a cadet corps must be placed on a voluntary basis.

In 1950, the provision for setting aside any specific time for cadet or citizenship training was withdrawn. Since that time the Department of National Defence has increased the pay and quota of officers so that instructors may be encouraged to carry on cadet corps as an extra-curricular activity. These developments make it necessary for the Department of Education to state its position.

The Department of Education wishes to indicate clearly its policy regarding the cadet programme as follows:

(1) the school cadet programme is voluntary and must be considered as an extra-curricular activity;

(2) the Department is appreciative of the citizenship training resulting from the operation of Navy, Army, and Air Force school cadet corps outside of school hours;

(3) the principal is requested to organize extra-curricular time so that student volunteers making up the school cadet quota may have ample opportunity for carrying out the cadet syllabus.

for S. D. Rendall
Superintendent of Secondary Education.

TORONTO, May 8, 1957.

1956-57:41
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ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS AND GUIDANCE OFFICERS OF SECONDARY SCHOOLS

Your attention is drawn to the recent announcement of the Institute of Chartered Accountants of Ontario that $1000 scholarships are being awarded this summer to the two students who stand highest in the Grade 13 Departmental examinations in certain specified subjects and who enrol in an Ontario university course in commerce or business administration.

Notices regarding these scholarships have, we understand, been sent out to all secondary schools. Applications for the scholarships are to be made before June 21, 1957, to the Institute of Chartered Accountants of Ontario, 69 Bloor Street East, Toronto 5, on special forms obtainable from the Institute.

S. D. Rendall
for S. D. Rendall
Superintendent of Secondary Education.

TORONTO, May 8, 1957.

MEMORANDA: 1957-58

G AT THE SECONDARY SCHOOL
.OMA (GRADE 13) LEVEL

d at an Approved Summer School.

(School number)

....
(Name of School)

s in below. Do not use course or subject codes.																			Enter "D" if Secondary School Honour Graduation Diploma granted	Enter name of Approved Summer School attended in 1972.	For office use only.

The standings reported above have been obtained at an Approved Summer School in 1972.

Signature of Principal ....
(To be entered on each sheet)

1957-58:1
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ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS AND
SECRETARIES OF SECONDARY SCHOOL BOARDS

1. Letters of Permission 1957-58

Principals are again reminded of the necessity for checking the qualifications of all teachers on their staffs, including the Vice-Principal if one has been designated. Particular attention should be given to the qualifications of teachers of special subjects. If any such are not properly qualified, the Secretary of the Board should apply at once for a Letter of Permission if this has not already been obtained.

2. School Radio Broadcasts

School Radio Broadcasts for 1957-58 have been carefully prepared to offer a valuable supplement to classroom work. It is hoped that Principals will call these to the attention of the teachers and will do their best to make them available to as many pupils as possible.

3. Family Allowances

The Department of National Health and Welfare appreciates the co-operation of secondary school principals in helping to ensure regular school attendance and thus to maintain the eligibility of pupils for Family Allowances. You are requested to continue your co-operation in this regard by reporting the unlawful absence from school of any pupil who is otherwise eligible for Family Allowance.

Forms for reporting on unlawful absence may be obtained from Mr. F. C. Jackson, Regional Director of Family Allowances, 122 Front Street West, Toronto 1.

4. Superannuation Deductions

Attention is drawn to the fact that under Section 1 (d) (viii) of The Teachers' Superannuation Act, contributions are required from Secretaries or Business Administrators of School Boards if such persons are qualified teachers.

5. Memorandum dealing with Supervision of Teachers-in-Training

This Circular should have been numbered 1957-58:6 instead of 1957-58:5.

A. M. Moon

for S. D. Rendall
Superintendent of Secondary Education.

TORONTO, August 22, 1957.

1957-58:2
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ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM FOR PRINCIPALS OF SECONDARY SCHOOLS

Re Prescriptions for Grade 12 Latin and Greek

Principals are asked to pass this memorandum to their Classics Department Heads.

LATIN

Either the formerly authorized *Latin Reader for High Schools* (Ryerson) or the recently published *Selected Latin Readings* (Dent) may be used for the school year 1957-58. The prescriptions are as follows:

From *Latin Reader for High Schools*

Prose: Nepos --- Life of Hannibal (adapted).
Livy --- Cycle III, omitting lines 250-339.

Poetry: Ovid and Virgil -- Cycle III, omitting sections I and IV.

Sight: The reading at sight of a minimum of 100 lines of average length and difficulty from Caesar's Gallic War.

OR

From *Selected Latin Readings*

Prose: Section One
  Part I -- Life of Hannibal (Nepos).
  Part III -- Hannibal's Star Sets (Livy).
Section Two
  Part I -- Life of Caesar (Suetonius).
  Part III -- The Battle of Pharsalus (Caesar).

Poetry: Section Three
  Part I -- Selections from Vergil.
A knowledge of the connecting English is to be considered a part of the course.

1. The Theme of the Aeneid.
2. Juno Visits Aeolus.
3. The Storm.
5. Laocoön Warns the Trojans.
6. The Greeks Return.
7. Hector's Spirit Warns Aeneas.
8. The Flight.
9. Italy is Sighted.
14. The Cave of the Sibyl.
17. Rome's Mission in the World.

  Part III -- Ovid, Juvenal, Catullus, Martial -- any 75 lines.

N.B. Schools which have, with permission, been using the *Gateway to Latin* series (Gage) and have now reached the use of *Book IV* may substitute the full set of reading selections, prose and poetry, in *Gateway to Latin, Book IV* for the prescriptions above.

GREEK

Prose: Pupils should read approximately 600 lines of prose.
Any of the following books might be used: Phillpotts and Jerram, *Easy Selections from Xenophon*; Phillpotts, *Selections from Xenophon*; Colson, *First Greek Reader*; Farnell, *Tales from Herodotus*; Edwards, *Salamis*.

Poetry: Approximately 500 lines from any book of the *Iliad* should be read.

TORONTO, September 3, 1957.

Superintendent of Secondary Education

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ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

RE CERTIFICATES ACCEPTED AS THE EQUIVALENT OF CERTAIN SECONDARY SCHOOL MUSIC OPTIONS

For the Intermediate Certificate

The certificates listed under "Grade 10" on the back of this sheet are accepted in lieu of (but not in addition to) the Art and Music, the Art, or the Music course in Grades 9 and 10. When presented for inspection according to "Instructions to Principal" on the Intermediate Certificate application form, this standing may be used as an option.

For the Secondary School Graduation Diploma

The certificates listed under "Grade 12" on the back of this sheet are accepted in lieu of (but not in addition to) either the Art or the Music course. When presented for inspection according to the "Instructions to Principal" on the diploma application form, this standing may be used as an option to complete the requirements for the Secondary School Graduation Diploma. Since "Grade 12 Music" includes the work of both Grade 11 and Grade 12, it has the same value for this diploma as Mathematics (Algebra and Geometry), Science (Physics and Chemistry), Geography, Home Economics, Industrial Arts, Commercial Work, Agriculture, or one of the languages.

For the Secondary School Honour Graduation Diploma

Note that standing in music obtained by examinations taken at a College or Conservatory of Music is not recorded on the Grade 13 certificates which report the results of the annual Departmental Examinations. When making application to enter a university the original music certificates should be submitted along with the regular departmental certificates.

The certificates listed under "Grade 13" on the back of this sheet are accepted in lieu of the prescribed course in Music (one paper), and may be indicated on the Secondary School Honour Graduation Diploma.

Certificates equivalent to the Grade 13 Music course may be accepted in lieu of one paper for the Secondary School Honour Graduation Diploma, even though they have already served to cover one option for the Secondary School Graduation Diploma.

CaBrown
Registrar

Toronto, September 3, 1957.

(Over)

TABLE OF CERTIFICATES ACCEPTED IN LIEU OF PRESCRIBED COURSES IN MUSIC

	GRADE 10	GRADE 12	GRADE 13
Department of Education	Grade 10 Course of Study in Music	Grades 11 and 12 Courses of Study in Music	Grade 13 Course of Study in Music
Royal Conservatory of Music of Toronto	Grade V Practical or a higher certificate	(i) Grade VII Practical and Grade II Theory OR (ii) Grade III Theory	(i) Grade VIII Practical and Grade II Theory OR (ii) Grade IV Theory
Western Ontario Conservatory, London	Grade Junior V Practical or a higher certificate	(i) Grade Senior VII Practical and Grade II Theory OR (ii) Grade III Theory	(i) Grade Senior VIII Practical and Grade II Theory OR (ii) Grade IV Theory
McGill Conservatorium	Elementary Practical or a higher certificate	(i) Interm. Practical and Interm. Theory OR (ii) Senior Theory and T.C.M. Grade III History	(i) Senior Practical and Interm. Theory OR (ii) Highest Grade Theory
Trinity College, London, England	Advanced Prep. Practical or a higher certificate	Interm. Practical and Interm. Theory	Senior Practical and Advanced Interm. Theory
Royal Schools, London, England	Grade IV Practical or a higher certificate	Grade V Practical AND (i) Grade IV Grammar of Music or (ii) Grade IV Theory	Grade VI Practical AND (i) Grade IV Grammar of Music or (ii) Grade V Theory

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ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS

Re Form 213, Information for Use in Schools and Teachers, Part II.

1. Copies of Form 213 are being sent to the secondary schools under separate cover.

For each school an extract from last year's Schools and Teachers, Part II, showing any amendments made subsequent to publication, is being attached to Form 213.

It would be helpful if the principal could arrange to have any certificate which does not appear in last year's edition underlined.

2. *Unqualified Teachers Employed in the Schools*

Principals are advised to check carefully the qualifications of members of their staffs for the subjects they are teaching. In case of any doubt regarding the qualifications of a member of the staff for the special subject which he or she may be teaching, the principal should write, rather than telephone, to the Deputy Minister.

School Boards are required to ask for Letters of Permission for teachers who have completed one or two of the Emergency Summer Sessions leading to the Interim Vocational Certificate, Type B, and for teachers of special subjects who have completed one summer session of a two-part course prescribed for a certificate in the special subject concerned. These teachers are to be listed in the appropriate column under "Letters of Permission".

3. *New Teachers on the Staff*

Note the information requested on the *back* of Form 213. For the convenience of Department checkers, please use the *last* sheet of your report for this purpose.

4. *Letters of Standing*

Note that there are two types of Letter of Standing:

(*a*) that issued by the Department upon the basis of equivalent academic standing and professional training outside Ontario, and
(*b*) that granted upon successful completion of the Special Ten-week Summer Course at the Ontario College of Education.

5. *Length of Experience*

Departmental officials appreciate the co-operation of principals and teachers in checking length of experience as shown in Schools and Teachers, Part II, dated November, 1956.

For this year the bases for determining length of service are similar to those of last year, namely:

(*a*) Five to nine months' experience will be counted as ½ year, one to four months' experience will be disregarded.
(*b*) Active service or other war service will be counted only where superannuation contribution with respect to it has been paid.
(*c*) Teaching service outside Ontario will NOT be counted even if superannuation contributions have been made.
(*d*) Leave of absence for approved study or for illness will be counted if superannuation contributions have been made for the period.

In any case where the length of experience differs by more than one year from the amended record of last year, full explanation of the differences should be given on the back of Form 213.

Teachers who have taught outside the Province or in private schools might be told

(*a*) that plans are being made to include in November, 1958, outside service and private school service for which superannuation contributions have been made, and
(*b*) that the length of experience shown in Schools and Teachers, Part II, is not used for superannuation purposes.

C A Brown — S. H. Randall

Registrar — Superintendent of Secondary Education

TORONTO, September 3, 1957.

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ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM

– RE –

ACADEMIC CORRESPONDENCE COURSES

The Department of Education provides free correspondence courses in Elementary and Secondary School academic subjects. Enrolment in them is subject to the conditions outlined below.

CONDITIONS OF ENROLMENT

1. Any child living in Ontario who is six years of age or over and under the age of sixteen years and who is unable to attend school may be enrolled on the recommendation of the local Elementary School Inspector or of the Secondary School Principal (for Secondary School grades).

2. Any person living in Ontario who is sixteen years of age or over and who is unable to attend school may be enrolled in any of the elementary courses provided for adults, or in any of the Secondary School courses.

3. Any person normally resident in Ontario but temporarily living outside of Canada may be enrolled.

4. Any member of the Canadian Armed Services and his dependents when on duty outside of Canada may be enrolled if he is unable to attend a school where the Ontario curriculum is taught.

5. Any person attending a Secondary School in Ontario and finding it impossible to complete his Grade 11, 12 or 13 within the school year because the subjects he requires are not taught may be enrolled in those subjects on the recommendation of the Secondary School Principal and the Secondary School Inspector and with the approval of the Superintendent of Secondary Education.

The Use of Correspondence Courses as Teaching Aids: On the request of the inspector concerned and with the approval of the Superintendent of Elementary or Secondary Education, sets of Correspondence Courses in Grades 9 and 10 may be supplied to unqualified teachers teaching these grades in an Elementary or a Continuation School. These are the only circumstances and the only grades in which Correspondence Courses may be offered as teaching aids.

COURSES AVAILABLE

I. ELEMENTARY SCHOOL LEVEL

(a) Courses for Children: Courses for children are available in all subjects of Grades 1 to 8. As soon as a child completes a grade satisfactorily, he will be given a certificate of promotion to the next grade.

Courses are provided in English and French for French-speaking children in any area where French is a subject of instruction in the Elementary School by permission of the Minister of Education.

(b) Courses for Adults: Courses for adults are available in Arithemetic, English, and Social Studies covering the work of the senior grades in Elementary School. Adults who complete satisfactorily the courses in Arithmetic and English will be considered eligible to enrol in any Grade 9 subjects.

II. SECONDARY SCHOOL LEVEL

The following table indicates the subjects in which courses are available.

Grade 9	**Grade 10**	**Grade 11**	**Grade 12**	**Grade 13**
Eng. Comp.	Eng. Comp.	Eng. Comp.	Eng. Comp. t	Eng. Comp. J
Eng. Lit.	Eng. Lit.	Eng. Lit.	Eng. Lit. t	Eng. Lit. J
Soc. Studies		World Hist.–I t	World Hist.–II t	History J
				Algebra J
Mathematics	Mathematics	Algebra t	Geometry t	Geometry J
				Trig. & Statics J
				Physics J
Science	Science	Physics t	Chemistry t	Chemistry J
				Botany J
				Zoology J
French	French	French	French t	French Authors J
				French Comp. J
	Latin	Latin	Latin t	Latin Authors J
				Latin Comp. J

t *In each of these subjects three supervised tests must be completed in addition to the regular 36 lessons. Provision has been made whereby the Director of the Correspondence Courses Branch may issue Statements of Grade 12 Standing in these subjects. He may also recommend eligible candidates for the Secondary School Graduation Diploma.*

J *In each of these subjects the correspondence course is a preparation for the June Departmental examination which must be written by the student who wishes to obtain Departmental Grade 13 Standing.*

COST

There is no fee for any of the academic Correspondence Courses. Lessons are supplied and corrected free of charge. Answer paper and postage are provided.

For children in the Elementary School grades the Department of Education assumes the responsibility of providing text-books (on loan) and all necessary supplies to accompany the course. The Department cannot assume any such responsibility for students taking the adult courses or the Secondary School courses, nor can it alter its courses to fit texts other than those on which its courses are based. These students must obtain for themselves the text-books required for the Correspondence Courses in which they enrol.

SCHOOL TERM

The school term for students in the Correspondence Courses need not necessarily coincide with the usual school term for those attending school. Adults may begin a correspondence course at any time of the year, even in July and August, and, if they begin to send in work as soon as possible after enrolment and devote a reasonable amount of time to the work, may hope to complete it within ten months.

If a pupil enrolled in elementary school subjects does the work of a whole grade within ten months, his enrolment in Correspondence Courses can be considered the equivalent of school attendance.

In Grade 13 a student should enrol in time to permit him to complete the 20 lessons before writing the June examinations.

SECONDARY SCHOOL GRADUATION DIPLOMA

1. In order for a student enrolled in these courses to obtain a Secondary School Graduation Diploma (formerly called Junior Matriculation) it will be necessary for him to obtain standing in the following:

Obligatory subjects:

English Composition (Grade 12)
English Literature (Grade 12)
History (Grades 11 and 12)

Options, at least three of:

Mathematics (Algebra Grade 11 and Geometry Grade 12)
Science (Physics Grade 11 and Chemistry Grade 12)
French (Grade 12)
Latin (Grade 12)

2. While the subjects may be studied in any order, a student is advised to begin with English Composition and English Literature. He should be prepared to devote at least one hour a day to each subject he begins. For that reason it seems wise for adults to limit to three the number of subjects taken at a time.

3. When a student successfully completes a subject, he will receive an official Statement of Grade 12 Standing in that subject, provided it is not within twelve months of the date of his leaving school.

ADDITIONAL INFORMATION AND INSTRUCTION

I. For a Person Living Outside of Canada:

(a) Lessons and supplies are sent only by ordinary surface mail. An applicant should give the name and address of a person in Ontario who would assume the responsibility of purchasing text books where necessary and forwarding books and lessons to the student.

(b) The parent of a child enrolled in the Elementary School grades may send the child's lessons in for marking, and receive a certificate for a grade completed. If he prefers, however, the child may use the material without sending in lessons and without receiving a certificate. A parent should state which plan he intends to follow.

(c) There is provision for the establishment of Grade 13 June Examination Centres at universities outside of Ontario. If such a centre is desired, a request for its establishment should be made to the Registrar of the Department of Education before February 15th of the year in which the examinations are to be written.

II. For a Person Attending a Secondary School in Ontario:

(a) Such a person will return all his lessons and tests to the Correspondence Courses Branch for correction, and, when he completes a subject in Grade 11 or 12, he will receive a Statement of Grade 12 Standing in that subject.

(b) The Principal and the staff of the Secondary School concerned will not be required to give a pupil any instruction in his correspondence work.They may be asked to supervise tests required in Grades 11 and 12. In addition they may be expected to take a personal interest in his work and to make sure that he devotes sufficient time to study and that he sends in his work regularly.

REQUESTS AND QUESTIONS

Requests for application-for-enrolment forms and questions concerning academic Correspondence Courses may be referred to the Director, Correspondence Courses Branch, Department of Education, 206 Huron Street, Toronto 5, or telephoned to EMpire 3-1211 (Extension 2632).

C. W. Booth

Deputy Minister of Education

Toronto, August 15, 1957

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ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM

– RE –

ACADEMIC CORRESPONDENCE COURSES

The Department of Education provides free correspondence courses in Elementary and Secondary School academic subjects. Enrolment in them is subject to the conditions outlined below.

CONDITIONS OF ENROLMENT

1. Any child living in Ontario who is six years of age or over and under the age of sixteen years and who is unable to attend school may be enrolled on the recommendation of the local Elementary School Inspector or of the Secondary School Principal (for Secondary School grades).

2. Any person living in Ontario who is sixteen years of age or over and who is unable to attend school may be enrolled in any of the elementary courses provided for adults, or in any of the Secondary School courses.

3. Any person normally resident in Ontario but temporarily living outside of Canada may be enrolled.

4. Any member of the Canadian Armed Services and his dependents when on duty outside of Canada may be enrolled if he is unable to attend a school where the Ontario curriculum is taught.

5. Any person attending a Secondary School in Ontario and finding it impossible to complete his Grade XI, XII or XIII within the school year because the subjects he requires are not taught may be enrolled in those subjects on the recommendation of the Secondary School Principal and the Secondary School Inspector and with the approval of the Superintendent of Secondary Education.

The Use of Correspondence Courses as Teaching Aids: On the request of the inspector concerned and with the approval of the Superintendent of Elementary or Secondary Education, sets of Correspondence Courses in Grades IX and X may be supplied to unqualified teachers teaching these grades in an Elementary or a Continuation School. These are the only circumstances and the only grades in which Correspondence Courses may be offered as teaching aids.

COURSES AVAILABLE

I. Elementary School Level

(a) Courses for Children: Courses for children are available in all subjects of Grades I to VIII. As soon as a child completes a grade satisfactorily, he will be given a certificate of promotion to the next grade.

Courses are provided in English and French for French-speaking children in any area where French is a subject of instruction in the Elementary School by permission of the Minister of Education.

(b) Courses for Adults: Courses for adults are available in Arithmetic, English, and Social Studies covering the work of the senior grades in Elementary School. Adults who complete satisfactorily the courses in Arithmetic and English will be considered eligible to enrol in any Grade IX subjects.

II. Secondary School Level

The following table indicates the subjects in which courses are available.

Grade IX	**Grade X**	**Grade XI**	**Grade XII**	**Grade XIII**
Eng. Comp.	Eng. Comp.	Eng. Comp.	Eng. Comp. t	Eng. Comp. J
Eng. Lit.	Eng. Lit.	Eng. Lit.	Eng. Lit. t	Eng. Lit. J
Soc. Studies		World Hist.–I t	World Hist.–II t	History J
				Algebra J
Mathematics	Mathematics	Algebra t	Geometry t	Geometry J
				Trig. & Statics J
				Physics J
Science	Science	Physics t	Chemistry t	Chemistry J
				Botany J
				Zoology J
French	French	French	French t	French Authors J
				French Comp. J
	Latin	Latin	Latin t	Latin Authors J
				Latin Comp. J

t *In each of these subjects three supervised tests must be completed in addition to the regular 36 lessons. Provision has been made whereby the Director of the Correspondence Courses Branch may issue Statements of Grade XII Standing in these subjects. He may also recommend eligible candidates for the Secondary School Graduation Diploma.*

J *In each of these subjects the correspondence course is a preparation for the June Departmental examination which must be written by the student who wishes to obtain Departmental Grade XIII Standing.*

COST

There is no fee for any of the academic Correspondence Courses. Lessons are supplied and corrected free of charge. Answer paper and postage are provided.

For children in the Elementary School grades the Department of Education assumes the responsibility of providing text-books (on loan) and all necessary supplies to accompany the course. The Department cannot assume any such responsibility for students taking the adult courses or the Secondary School courses, nor can it alter its courses to fit texts other than those on which its courses are based. These students must obtain for themselves the text-books required for the Correspondence Courses in which they enrol.

SCHOOL TERM

The school term for students in the Correspondence Courses need not necessarily coincide with the usual school term for those attending school. Adults may begin a correspondence course at any time of the year, even in July and August, and, if they begin to send in work as soon as possible after enrolment and devote a reasonable amount of time to the work, may hope to complete it within ten months.

If a pupil enrolled in elementary school subjects does the work of a whole grade within ten months, his enrolment in Correspondence Courses can be considered the equivalent of school attendance.

In Grade XIII a student should enrol in time to permit him to complete the 20 lessons before writing the June examinations.

SECONDARY SCHOOL GRADUATION DIPLOMA

1. In order for a student enrolled in these courses to obtain a Secondary School Graduation Diploma (formerly called Junior Matriculation) it will be necessary for him to obtain standing in the following:

Obligatory subjects:

English Composition (Grade XII)
English Literature (Grade XII)
History (Grades XI and XII)

Options, at least three of:

Mathematics (Algebra Grade XI and Geometry Grade XII)
Science (Physics Grade XI and Chemistry Grade XII)
French (Grade XII)
Latin (Grade XII)

2. While the subjects may be studied in any order, a student is advised to begin with English Composition and English Literature. He should be prepared to devote at least one hour a day to each subject he begins. For that reason it seems wise for adults to limit to three the number of subjects taken at a time.

3. When a student successfully completes a subject, he will receive an official Statement of Grade XII Standing in that subject, provided it is not within twelve months of the date of his leaving school.

16.

ADDITIONAL INFORMATION AND INSTRUCTION

I. For a Person Living Outside of Canada:

(a) Lessons and supplies are sent only by ordinary surface mail. An applicant should give the name and address of a person in Ontario who would assume the responsibility of purchasing text books where necessary and forwarding books and lessons to the student.

(b) The parent of a child enrolled in the Elementary School grades may send the child's lessons in for marking, and receive a certificate for a grade completed. If he prefers, however, the child may use the material without sending in lessons and without receiving a certificate. A parent should state which plan he intends to follow.

(c) If a Grade XIII June Examination Centre is desired outside of Ontario, arrangements for its establishment should be made with the Registrar of the Department of Education before January 15th of the year in which the examinations are to be written.

II. For a Person Attending a Secondary School in Ontario:

(a) Such a person will return all his lessons and tests to the Correspondence Courses Branch for correction, and, when he completes a subject in Grade XI or XII, he will receive a Statement of Grade XII Standing in that subject.

(b) The Principal and the staff of the Secondary School concerned will not be required to give a pupil any instruction in his correspondence work. They may be asked to supervise tests required in Grades XI and XII. In addition they may be expected to take a personal interest in his work and to make sure that he devotes sufficient time to study and that he sends in his work regularly.

REQUESTS AND QUESTIONS

Requests for application-for-enrolment forms and questions concerning academic Correspondence Courses may be referred to the Director, Correspondence Courses Branch, Department of Education, 206 Huron Street, Toronto 5, or telephoned to WAlnut 3-1991.

C. F. Cannon

Deputy Minister of Education

Toronto, September 1, 1956

1957-58:5
4,500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re Supervision of Teachers-in-Training who attended the Special Ten-week Summer Course in 1957

If a graduate of the special 10-week summer course is employed on your staff this year, special supervision of his classroom work will be required. Particular attention and assistance should be given during his first two months of teaching so that he may become properly established as a member of the staff. Beginning with the month of November, the Principal should visit his classes in order to observe a minimum of two lessons a month. He should make a careful record of the date, grade, subject, and topic of each lesson observed, as well as a written estimate of the success of each lesson. When a Principal is teaching full-time, special arrangements will be necessary in order that he may be free for this programme of supervision.

It is hoped that the Principal will be able to observe a variety of types of lessons. Not all of these may be formal lessons in which the pupils are being tested orally. The nature of the lesson will depend upon the subject being taught and the lesson topic. It may be one of a series of related lessons covering a unit of work. Whatever form the lessons may take, Principals should try to help beginning teachers to correct their common tendency to tell the pupils too much and to fail in encouraging the class to take an active part. Helpful suggestions should be given for the improvement of teaching methods, class management, organization, and other phases of school work. Comments on the lessons observed should be made in writing and discussed with the teacher-in-training. If during this period of supervision evidence of difficulty appears, the Principal should request the assistance of the Secondary School Inspector, who will also be giving special attention to the supervision of these teachers-in-training.

Principals will be asked to submit, on or before April 1, 1958, a report on the lessons observed. The report will be made on the Critic-Teaching Report form (Form 900) which will be sent to the Principals concerned in October, 1957.

In March, 1958, an application form (Form 901) for admission to the special 5-week summer course will be sent to the Principal for each teacher concerned. On this form the applicant will be required to sign an undertaking to attend the special 5-week summer course in 1958 if he is admitted. On the same form (Form 901), the Principals will fill in and sign his recommendation with respect to the applicant's admission to the course.

Form 901, with Form 900 attached, is to be sent to The Registrar, Department of Education, Parliament Buildings, Toronto, on or before April 1, 1958.

The Inspector will then make his recommendation based upon his observation of classroom work.

The completed application form, if approved, will then be forwarded from the Department of Education to the Ontario College of Education, from which the Card of Admission will be sent to the teacher.

Mr. R. H. Wallace has been appointed Assistant Superintendent of Secondary Education with the supervision of Secondary School Teachers-in-Training as his special field. Arrangements are being made for him to give secondary school principals and inspectors special assistance in this important work.

Superintendent of Secondary Education

TORONTO, September 3, 1957.

1957-58 : 6
4,500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re Supervision of Teachers-in-Training who attended the Special Ten-week Summer Course in 1957

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Superintendent of Secondary Education

TORONTO, September 3, 1957.

1957-58:7
4,500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re Calculations with Approximate Numbers

NOTE:

THE PRINCIPAL IS ASKED TO PLACE THIS MEMORANDUM IN THE HANDS OF EACH TEACHER OF MATHEMATICS AND SCIENCE.

A. *The importance of the concepts underlying calculations based on measurement*

It is to be emphasized that computation with approximate numbers should not be thought of as an isolated topic in Trigonometry and Statics or in Grade 13 Physics. On the contrary, clear ideas regarding the nature and accuracy of numbers obtained by measurement and the methods to be used in calculations involving such numbers should gradually be built up in the pupils' minds as they progress from Grade 9 to Grade 13. Suitable opportunities arise whenever quantitative experiments are performed or problems involving measured numbers are attempted. If this procedure is followed, no difficulty will be experienced in attaining the proficiency indicated in the following section.

B. *Minimum knowledge expected of a Grade 13 student regarding operations with numbers*

1. The student should have come to realize clearly, from experimental work in Mathematics and Science in the earlier grades, that all numbers obtained by measurement are inexact. He should also have a reasonably good idea of the accuracy to be expected under given conditions of measurement.

2. He should know the meaning of the terms "possible error", "precision", "relative error", "percentage error", "relative accuracy", "significant digits", and of such expressions as "correct to four significant digits", "correct to four decimal places", "correct to the nearest minute".

3. He should be familiar with the principle governing the precision of the results obtained in the addition and subtraction of approximate numbers and with the fact that the precision of the result depends on that of the least precise of the given numbers. He should also be familiar with the principle governing the accuracy of results obtained in the multiplication and division of approximate numbers and with the fact that the accuracy of the result depends on that of the least accurate of the data.

Thus, in operations involving addition and subtraction of approximate numbers of which the least precise has n places of decimals, the pupil should be taught to round off other numbers, where possible, to $n+1$ places and the answer to n places. Similarly, in operations involving multiplication and division of approximate numbers of which the least accurate has n significant digits, he should round off the others, where possible, to $n+1$ digits and the answer to n digits.

A Grade 13 pupil should also be acquainted with the procedure for finding the upper and lower limits in typical calculations and should understand that such a procedure is employed where a highly precise answer is necessary.

4. In the solution of triangles, he should be familiar with the relation between the degree of accuracy of linear data and that of the angles calculated from them—"two-place" data corresponding in general to angles correct to the nearest degree.

5. In calculations with logarithms he should understand that, in order to obtain a result correct to n significant digits, he must have data of at least this accuracy. Further, he should use logarithms with mantissas of at least $n+1$ decimal places, rounding off the final answer to n significant digits.

6. The candidate should be made aware of the fact that in the Departmental examinations he will be required to use five-figure tables. He must, of course know how to use the mean differences shown and should also be able to perform any necessary interpolations.

C. *Credits and Penalties for "Rounding Off" as applied in recent annual Departmental Examinations*

1. Normally, one mark is lost for not properly rounding off the answer in each problem in which a specified degree of accuracy is required. Thus, a candidate who is ignorant of the principles involved may lose several marks in the aggregate.

[OVER]

2. There is no penalty for using five-place logarithms throughout the work in any problem which could properly be handled with tables to fewer places, provided the answer is properly rounded off to express the required degree of accuracy.

3. On the other hand, there is no penalty for using less than five-place mantissas, properly rounded off, provided that one more decimal place is carried in the work than the number of significant digits required in the answer.

4. In problems involving computation there is ordinarily a penalty of one mark per question for (i) Rounding off too soon: that is, failure to use where possible throughout the work, one more digit from the tables than is given in the data and required in the answer, (ii) Rounding off too late: that is, the repeated use of 6 or more decimal places in handling five-place logarithms. Such apparent accuracy is spurious and such procedure is penalized as "bad form".

D. *Supplementary notes and examples*

1. "When the numbers used in problems have ambiguous zeros, the author should always state the unit or the number of significant digits, thus removing the ambiguity".*

Thus, if the unit of measurement in 7200 is 100, either this should be stated, or the fact of two significant digits should be mentioned, or the number should be written 72×10^2. If 7200 is written without such qualification, one is justified in assuming all four digits to be significant.

2. An illustration from Grade 9:

On their first attempt at metric measurement, six pupils turn in the following results for the length of their classroom as measured with a metric stick: 9 metres, 87 cm; 10 metres; 10.8 metres; 9 metres 9 dcm; 9.836 metres; 9.79 metres. Required, the best approximation warranted by these measurements.

(*a*) Obviously 10.8 indicates a careless mistake and 10 a degree of precision below that easily possible; both should be eliminated.

(*b*) Rounding each of the remaining four answers to two places of decimals, adding, and rounding the sum to one place, we get 39.4. (The error here will not exceed 0.1) Arithmetic mean of the four results is 9.850 which is rounded off to 9.85 — a suitable result.

(*c*) The lower limit of the sum of the four answers is 39.3355 and the upper limit, 39.4565. Hence the value of the answer might be shown as 9.849 ± 0.015.

3. In Grade 10 Practical Geometry, pupils have been given the dimensions of a triangle *ABC*, (base $a = 9.0$ cm.) and have measured the altitude. The class average for the latter has been determined as 7.6 cm. What is the area?

$$\text{Area (in sq. cm.)} = \frac{9.0 \times 7.6}{2} = \frac{68.40}{2} = 34.20$$

Rounded off to two significant figures, the result is 34 sq. cm.

4. The following problem is presented in Grade 11 Physics:

A mass of 300 gm. of water at 10°C is contained in a copper calorimeter weighing 100 gm. If 500 gm. of lead shot at 90°C is poured into the calorimeter the resulting temperature of the mixture is 14°C. Calculate the specific heat of the lead. (Specific heat of Cu=0.094) The resulting equation, where S is required specific heat,

$$500.S.\ (90-14) = (300+100 \times 0.094)\ (14-10) \quad \text{gives } S = \frac{309.4 \times 4}{76 \times 500} = .033$$

Such a question can form the basis of a very valuable discussion on sources of error — loss of heat, precision of measurements, etc. Here the dominant factor in the accuracy of the answer is evidently the temperature difference of 4 degrees. Assuming that the temperatures have been read to the nearest degree, this factor introduces a possible error in the result of 1 degree or 25% ($14.5-9.5=5$; $13.5-10.5=3$; $4° \pm 1°$ as temperature difference). Hence the final digit in .033 is not significant.

NOTE: The quotation marked* in D. 1. above is from *COMPUTATIONS WITH APPROXIMATE NUMBERS*, by William A. Gager, in "School Science and Mathematics", May 1947.

ONE COPY OF A REPRINT OF THIS ARTICLE WILL BE SENT FREE OF CHARGE TO EACH SECONDARY SCHOOL WHICH HAS NOT ALREADY RECEIVED A COPY, ON APPLICATION BY THE PRINCIPAL ONLY, TO THE PUBLICATIONS OFFICE, DEPARTMENT OF EDUCATION, PARLIAMENT BUILDINGS, TORONTO.

R. H. Randall

TORONTO, September 3, 1957.

Superintendent of Secondary Education

1957-58:8
5,000

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re Oral Testing question on the French Authors paper

Principals are asked to bring this memorandum to the attention of Modern Language Department heads.

The paragraph under French on page 4 of Circular 58 for 1957-58 is amended to read as follows:

> "Two papers will be set: (1) Authors, (2) Composition. In 1958, the oral testing question will form part of the Authors paper and a recorded passage of about 75 words will be used; the vocabulary of this passage will be based on that of the prescribed Authors text. The question, if any, on verbs will appear on the Composition paper."

R. H. Randall
Superintendent of Secondary Education

TORONTO, August 7, 1957.

1957-58:9
4500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

RE REVISED FILMSTRIP "CAREERS IN CANADIAN BANKING"

The Canadian Bankers' Association, which has in the past provided free to schools several very helpful filmstrips on various phases of Canadian banking, has informed the Department that a revised and up-to-date version of the Vocational Guidance filmstrip "Careers in Canadian Banking" has been prepared and is now available for use in schools. Copies of the filmstrip, together with a teaching manual, may be obtained free on request by writing to the office of the Association, 901 Bleury Street, Montreal, P. Q.

Schools obtaining the new filmstrip are asked to destroy the older version if such is in their possession.

for S. D. Rendall
Superintendent of Secondary Education.

TORONTO, September 12, 1957.

1957-58:10
4500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS.

RE: Secondary School Principals' Course, Second Session.

This course will lead to a Secondary School Principal's Certificate which will be valid in a high school, collegiate institute, vocational school, or composite school. It will consist of two sessions which will be offered in consecutive summers. Each session will be of five weeks' duration. The first session was offered in 1957 and the second will be offered in 1958 in Kingston, Ontario.

An applicant for admission to the second session of the secondary school principals' summer course shall

(1) have completed the first session of the course, or

(2) (a) hold a High School Principal's Certificate or a Vocational School Principal's Certificate;

(b) have completed a minimum of five years of teaching experience, at least three of which must have been in an Ontario secondary school, before his admission to the course;

(c) have been rated as better than average for at least the last two years of his teaching or principalship experience; and

(d) be required to pass an oral examination.

It is only fair to point out that owing to exigencies of organization and accommodation, the enrolment will necessarily be limited.

Other than those who have completed the first session, a teacher wishing to be admitted to the second session of the course should first make application for admission to the oral examination. In his letter of application he should state the names and numbers of his teaching certificates, the names of the secondary schools in which he has taught, and the number of years of teaching experience he has had in each school. He should also mention any relevant experience in addition to school activities.

A teacher in the High School District of Etobicoke, Hamilton, London, North York, Ottawa, Scarborough, Toronto, or Windsor shall forward his letter of application to the Superintendent of Secondary Schools appointed by the local school board, who will forward his recommendation and the applicant's original letter to the Superintendent of Secondary Education, Parliament Buildings, Toronto.

A teacher in the High School District of Chatham, Forest Hill, Guelph, Kingston, Peterborough, Sarnia or Sault Ste. Marie shall forward his letter of application to the Director of Education or Superintendent of Secondary Schools appointed by the local school board, who will forward his recommendation and the applicant's original letter to the District Secondary School Inspector

appointed by the Department of Education. He in turn will forward his recommendation and the applicant's original letter to the Superintendent of Secondary Education, Parliament Buildings, Toronto.

A teacher in any other municipality shall forward his letter of application to the District Secondary School Inspector appointed by the Department of Education, who will forward his recommendation and the applicant's original letter to the Superintendent of Secondary Education, Parliament Buildings, Toronto.

Applications for the second session of this course must be received by the Department of Education not later than December 31, 1957.

If a teacher's application for admission to the oral examination is accepted, he will be informed of the date and time of his examination. Oral examinations will be conducted by a committee appointed by the Superintendent of Secondary Education and will be held in Toronto during Easter week.

A candidate who has taken the first session of the course, or a candidate who has passed the oral examination for the second session, shall obtain an official Departmental Summer Course Application Form, when these are available in the spring, and file this completed form with the Deputy Minister of Education.

For the validity of existing principals' certificates, see Memorandum 1956-57:38 to Principals of Secondary Schools.

Will you please bring this memorandum to the attention of members of your staff who may be interested in qualifying for the Secondary School Principal's Certificate.

E J Davies.

S. D. Rendall,
for Superintendent of Secondary Education.

September 13, 1957.

1957-58:11
4000

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re: Curriculum I and S. 15

Principals are asked to bring this memorandum to the attention of Modern Language Department heads.

Under French, Grade 12, Intensive Reading, on page 17 of Courses of Study and Book Lists - Modern Languages, there is listed the title:

RUSSELL: Contes, Légendes et Anecdotes - Book Society.

This book should be listed instead under

French, Grade 11, Intensive Reading, on page 16, after

ROE: Enfants de Paris - Longmans, Green.

for S. D. Rendall,
Superintendent of Secondary Education.

September 24, 1957.

1957-8:12
4500

41.
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ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS AND TEACHERS OF ENGLISH

Each year it is evident that several hundred pupils attempt the Grade 13 Departmental examination in English Composition from Grade 12. Although usually they do so as "private study" candidates, without benefit of a recommendation mark, it is apparent that in some instances they write with the approval of the school authorities.

It must be evident to all who give the matter any thought that this practice is not in the best interests of the pupil. If he fails on the examination, probably little harm has been done, although a good deal of time and effort has been wasted in the procedure. If, however, he succeeds - which usually means he gets a bare credit standing - he is likely to feel that he has an adequate knowledge of written English and therefore should be excused from the effort to improve his powers of expression in Grade 13. The result is that too many of our Grade 13 graduates are leaving secondary school with only mediocre competence in this most valuable asset.

That it has never, within recent years, been the policy of the Department to favour this curtailment of the pupil's course of study in English Composition is evident from the following references to various official publications.

1. Circular H. S. 1, Requirements for Certificates and Diplomas, page 9, shows English (Composition and Literature) as one of the two obligatory subjects of the Grade 13 General Course. This very evidently connotes a full five-year course in English beginning at Grade 9.

2. The same Circular, on page 14, shows English as the only subject specifically required for the Secondary School Honour Graduation Diploma.

3. Curriculum I. and S. 4B, July 1956, Suggestions Regarding the Study of English in Secondary Schools, in the final paragraph on page 3, reads as follows:

> "In the organization of a programme in written English, there should be systematic planning of the course for each grade of the secondary school, avoidance of repetition except for necessary review and enlargement of topics, and a sense of progress in the work done during each school year."

4. Curriculum S. 25, Courses of Study, Grade 13 English, reads as follows:

> "The Grade 13 course should include a more mature treatment of the courses for Grade 11 and 12 and also the following (7 items)."

5. Circular H. S. 4C, September 1956, page 1 -

> "The examinations in English Literature and English Composition test five years of preparation in the secondary schools. The errors in spelling and the faults in the use of language which occurred most frequently in the examinations in English in 1956 should have been corrected in earlier years. A graduate of Grade 13 should be able to express his thoughts cogently, in clear accurate language, without wasting words. Answers in which the content was obscured by incoherence could receive few marks. Many candidates revealed surprising immaturity in the development, style, and expression of thought.

> "Candidates should realize that English Literature and English Composition are two parts of the same subject and that knowledge in the one field may be used to advantage in the other."

6. In the same bulletin, on page 13, the general comments regarding the common causes of failure of pupils who wrote the Grade 13 paper in English Composition in 1956 indicate very clearly that immaturity of thought and expression and inadequacy of preparation were at the root of much of the incompetence too frequently evident in the papers turned in.

Quite often the student who has ability in Mathematics and Science and is interested in preparing for a career in Engineering or some kindred profession, believes that, for him, English is a relatively unimportant subject. Nothing could be further from the truth. He will find that the ability to express himself clearly and correctly both in speech and in writing is viewed as an essential qualification for advancement to positions of any responsibility. Furthermore, mere credit standing in Grade 13 English Composition does not reflect the level of achievement which is desirable for candidates aspiring to any professional field. It is interesting to note that one of Canada's largest employers of engineering graduates considers competence in English so important that the management has instituted a course in report-writing for all junior personnel.

This memorandum, therefore, is intended to strengthen the hands of those principals and teachers of English who are opposing the desire of certain of their pupils to take a "flyer" at English Composition from Grade 12 and to urge those others who have perhaps been complacent to stand firmly against it. English is without doubt the most important subject of the curriculum, and English expression - written and oral - the most obvious indication of the calibre of a secondary school pupil's education. Every endeavour should be made, therefore, to see that each pupil receives the full benefit of the five-year programme which has with much time and thought been developed over the years in this vital subject.

S. D. Rendall
Superintendent of Secondary Education.

TORONTO, October 15, 1957.

1957-58: 13
4500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS AND
SECRETARIES OF SECONDARY SCHOOL BOARDS.

RE: EVENING COURSES OF STUDY.

Establishment and Operation:

For the establishment and operation of evening classes, please consult the revised regulations for Secondary Schools, O. Reg. 100/56, made by the Minister under The Department of Education Act, 1954.

GRANTS

To be eligible for grants, evening courses of study must be educational. Classes of a recreational nature do not qualify for grant support. Subjects such as are included in the day school program or which develop or improve vocational competence qualify without question. In case of doubt regarding any particular course, the matter should be referred to the Department.

Classification of Evening Courses of Study:

1. Evening courses of study conducted by a high school board.

2. Evening courses of study conducted by Advisory Vocational Committees.

   Where a board operates one or more vocational schools, all evening courses of study shall be conducted by the Advisory Vocational Committee. The subjects offered shall be approved by the board.

3. Advanced Technical Evening Classes:

   This programme, on the post secondary school level, leads to a certificate issued by the Minister of Education and local boards require the authority of the Minister to initiate it. For further information regarding the establishment and conduct of these classes please consult Circular H.S.2, Memorandum re Advanced Technical Evening Classes.

4. Community Programmes Branch:

   In addition to the three groups of evening classes mentioned above, the Community Programmes Branch and the Extension Branch of the Department of Agriculture jointly conduct Rural Community Night Schools. These programmes utilize the high school facilities of a rural area and are administered by a citizens' committee on which the high school board is represented, and government departments of agriculture and education share in the costs and in the responsibility for the organization. At the end of a two year period the local high school board assumes responsibility for continuing the programme or the night school is closed.

Procedure With Respect To Obtaining Letters of Permission:

The procedure required is as follows:

(a) The secretary of the board or of the Advisory Vocational Committee will apply on a new Form 701, which will replace the former Form Tech. 19.

(b) For each new teacher (a teacher who is unqualified and for whom a Form Tech. 20 or the new Form 702 has not been submitted heretofore), a Record of Attainments must be submitted on Form 702, which will replace the former Form Tech. 20.

(c) The usual Letter of Permission listing the names of the teachers for evening classes will be issued by the Superintendent. The principal will report on page 4 (d) of the Principal's Statement the organization of evening classes. This will be checked by the secondary school inspector.

Grants To Boards Conducting Evening Classes:

1. Evening classes operating under a high school board:

Reference - Regulation 33 (1) of O. Reg. 2/56 -
General Legislative Grants.

2. Evening Classes conducted by an Advisory Vocational Committee:

Reference - Regulation 33 (2) of O. Reg. 2/56 -
General Legislative Grants.

3. Evening classes offering instruction in English and Citizenship or French and Citizenship:

Reference - Regulation 34 (1) of O. Reg. 2/56 -
General Legislative Grants.

S. D. Rendall

S. D. Rendall,
Superintendent of Secondary Education

Toronto, October 25, 1957.

45.
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1957-58:14
4500-57-3111

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS

Re Standards of Promotion and Recommendation

The work of Grades 9 and 10 of the General Course as organized in most secondary schools not only furnishes each pupil with the opportunity of exploring the early stages of the various courses leading to a graduation diploma, but also provides principal and parents with valuable information as to the likelihood of the pupil's attaining that objective. The pupil in a Vocational or Composite school who knows definitely that he wishes to take a Commercial or Industrial Course usually has the opportunity to select one of these courses rather than the General Course. While every reasonable effort should be made to encourage boys and girls to remain at school until the end of Grade 10 and to obtain their Intermediate Certificates, it should also be made clear to them that only a definitely satisfactory standing at the end of that grade warrants their promotion and the hope that they will be able to handle successfully the more specialized instruction of Grades 11 and 12 in whatever course they may have selected. Especially after the period of compulsory school attendance has been completed, it is reasonable to expect the pupil to justify by his effort and also by his attainment the privilege of continued attendance at secondary school. With this in mind, the following suggestions are offered to principals regarding standards of promotion and of recommendation for secondary school graduation diplomas.

1. Whereas consideration may justifiably be given to promoting a Grade 9 pupil who has failed in a particular subject but has a reasonably high over-all percentage, there seems little justification for allowing a pupil to continue, into Grade 11, a subject in which he has failed to show satisfactory progress during his first two years. The subject, if obligatory for a graduation diploma, should be repeated in Grade 10; if optional, it should be repeated or dropped, in the latter case being replaced where possible by a more promising option available in Grade 11, for which any prerequisite course has been taken in Grade 9 or 10. (See Circular H.S.1, page 5, note 4.)

2. Even greater care should be exercised at the end of Grade 11, since the pupil has now had a further year to prove his ability to earn a graduation diploma. In particular, only after careful consideration should Grade 11 pupils who have failed in any subject which is not continued into Grade 12 be allowed to proceed with the regular Grade 12 programme. If the Principal assumes the responsibility of allowing such pupils to proceed, but is unable to make the necessary time-table arrangements for a review of the year's work in the subjects in which they have failed, he should advise them to review the work by private study and write the term tests in order to obtain standing, if possible, at the end of Grade 12. This procedure should eliminate at least some of the problems in connection with the diploma.

3. The Principal assumes an even greater responsibility when he permits a pupil to take Grade 13 classes in a subject in which he has not obtained Grade 12 standing. Often the pupil is most anxious to do this and is unduly optimistic of his chances of success. Unfortunately, in too many such cases the pupil fails at the end of the year to obtain even 40% on the Grade 13 examination and, when he receives his Departmental certificate, is dismayed to find that he has not even cleared up his Grade 12 failure. He appeals his Grade 13 paper and occasionally obtains at least 40% on a re-reading. Much more frequently, however, the paper does not merit the required 40%. In such cases, the Department has no power to grant Grade 12 standing; the pupil has once more failed to qualify for the Secondary School Graduation Diploma, and the Principal is likely to be blamed for permitting this unfortunate situation to develop.

(over)

In the great majority of such cases, it is unfair to both teacher and pupil to permit the pupil to proceed to the work of Grade 13 in a subject in which he has failed. If, however, the Principal feels that he should do so, it is suggested that he protect himself by offering to the pupil an opportunity of clearing up his Grade 12 failure *AT THE END OF HIS GRADE 13 YEAR* and by obtaining from the pupil's parents a written acknowledgement of their approval of the situation. He, with his staff, should also consider, at the appropriate time, whether the pupil's mark on his Grade 12 tests or on his Grade 13 work during the year warrants a recommendation on the Grade 12 level and, presumably, the completion of the requirements for the Secondary School Graduation Diploma.

4. The Principal has the authority and must accept final responsibility for the decisions regarding Grade 12 graduation. He should, however, protect himself by seeking the participation and concurrence in such decisions of representatives of the teaching staff and by setting up as fair and as uniform a procedure as possible for handling all borderline cases. Certain suggestions may be in order.

(a) Every endeavour must be made to maintain a reasonable standard in Grade 11 and Grade 12 tests and examinations. To this end, attention should be paid to the following:

(i) A comparison of recent Grade 12 percentages of passes in the various subjects with the Departmental results of the corresponding groups in Grade 13.

(ii) Any Departmental "over-and-under" records of the teachers concerned.

(iii) Any help which can be obtained from the study of examination papers set by experienced and capable teachers in other schools or by committees of teachers such as those recently appointed by the O.S.S.T.F. Education Committee to compile specimen sets in different subjects.

(iv) A reasonable combination of term work, including assignments, exercises, and tests, along with the results of term examinations in arriving at a mark for the year in each subject. Some schools use a weighting system such as 1:2:3 or 2:3:5 for the fall term, the winter term, and the spring term marks respectively.

(b) Certain basic principles should govern the procedure to be followed by Promotion and Recommendation Committees:

(i) A mark of 49 should be changed to 50 and one of 48 should be avoided if at all possible.

(ii) Some consideration, on a suitably graded basis, should be given to over-all excellence as compensating for deficiencies in particular subjects. Appropriate limits must, of course, be set so that pupils do not undertake Grade 13 work in subjects in which they are very weak.

(iii) Possibly some allowance should be made in the case of a failure (by a limited number of marks) where the pupil has compensatory marks in a closely-related paper, such as Algebra and Geometry; Physics and Chemistry. If a candidate fails by a few marks in a subject of this kind, consideration might be given if the number of marks above 50 in the better paper is at least double the deficiency in the paper on which he has failed.

(c) It is further suggested that principals and Guidance personnel should, as early as possible in the school year, impress upon the pupils of Grade 12 in the General Course and upon those in Grade 12 of a Vocational Course who contemplate work in Grade 13, the fact that mere credit standing in a Grade 12 subject does not justify the hope of success in that subject in Grade 13. Experience has shown that a mark of at least 60% in a particular subject and an even higher percentage on the total give a more realistic indication of readiness for advanced work.

L. H. Randall

Superintendent of Secondary Education.

Toronto, October 4, 1957.

1957-58:15
4000

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS

Re Comments on Grade 13 Examinations, 1957.

1. Copies of comments prepared by the members of the Committees in charge of marking the 1957 Grade 13 examination papers will be sent to principals in the near future.

2. Principals are urged to hand the copies to the Grade 13 teachers concerned. Each year several Associate Examiners state that they have not seen the Comments.

3. The Comments have been arranged in sets as follows:

Set No. 1--History
Set No. 2--Algebra
Set No. 3--Geometry
Set No. 4--Trigonometry and Statics
Set No. 5--Physics
Set No. 6--Chemistry
Set No. 7--Botany
Set No. 8--Zoology
Set No. 9--French
Set No.10--Latin
Set No.11--Special French
Set No.12--German
Set No.13--Spanish
Set No.14--Geography

If you do not receive a sufficient number of copies please ask for an additional supply in a letter dealing with that topic only.

Sets Nos. 11, 12, 13, and 14 will be sent only to the schools concerned.

4. The comments on English Composition and English Literature are contained in Circular H. S. 4C, which has already been sent to the schools.

5. Teachers are reminded that the exact type of question or evaluation may not be used again. Marking schemes vary from year to year according to the character of the questions. This material is not intended as a teaching guide but as information which may be useful, in a general way, to teachers.

S. D. Rendall

Superintendent of Secondary Education.

TORONTO, November 18, 1957.

47.
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1957-58:16
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ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS
ELEMENTARY SCHOOL INSPECTORS

Re Scholarships for Study Outside Ontario

Principals and Inspectors are asked to bring to the attention of teachers who may be interested the Department of Education Scholarships for Study Outside Ontario.

The courses of study to be followed by the recipients shall be those prescribed by a school, university, or other institution outside Ontario and approved by the Minister.

The awards will be made upon the following conditions:

1. The regulations provide for 4 Scholarships, each of $2000 per annum, for one year and payable in 2 instalments of $1000. A Scholarship shall not be renewable.

2. An applicant shall hold a degree from an Ontario University and an Ontario teaching certificate, and shall be a resident of Ontario.

3. An application for a Scholarship must be made in writing and must be supported by evidence of academic and professional standing, of general fitness to undertake post-graduate study, and of the School Board's willingness to grant leave of absence if the Scholarship is awarded. The applicant shall state the course of study he proposes to pursue.

4. Each teacher accepting a Scholarship shall sign an agreement to give at least three years' service to the Province of Ontario in educational work on completion of his course. On returning from the course the teacher shall notify the Department of the work he proposes to pursue in the Province, and, if at any time circumstances are such that he cannot complete the three years' service, the Department shall be notified of the facts of the case. The Minister may cancel the agreement if he decides that the circumstances warrant such action.

5. A teacher who wishes to apply for a Scholarship should write to the Registrar of the Department for a copy of Ontario Regulations 175/54, Scholarships for Study Outside Ontario, as amended by Ontario Regulations 198/56 and Ontario Regulations 93/57.

6. Applications shall be submitted to the Deputy Minister on or before March 1, 1958. The awards will be announced prior to April 1, 1958.

C. F. Cannon
Chief Director of Education.

TORONTO, November 15, 1957.

1957-58:17
4000

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re Type A Certification

Enclosed herewith are copies of a Notice to Secondary School Teachers regarding proposed university summer courses for teachers who may be interested in improving their academic background.

Would you be good enough to bring this Notice to Teachers to the attention of those who may be concerned. Each teacher who is interested is urged to complete the form and return his copy of the Notice to Mr. S. A. Watson, Superintendent of Curriculum, Department of Education, Parliament Buildings, Toronto 5, not later than December 6, 1957.

C. W. Booth

Deputy Minister.

TORONTO, NOVEMBER 21, 1957.

1957-58:17
4000

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re Type A Certification

Enclosed herewith are copies of a Notice to Secondary School Teachers regarding proposed university summer courses for teachers who may be interested in improving their academic background.

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C. W. Booth

Deputy Minister.

TORONTO, NOVEMBER 21, 1957.

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM

Re The General Certificate of Education

This statement regarding the General Certificate of Education (England and Wales) is based upon information provided by Mr. L. P. Angell of the British Ministry of Education.

In 1951 the General Certificate of Education replaced both the School Certificate and the Higher School Certificate as the only "approved" external examination for secondary schools. It is conducted by the same eight independent examining bodies who conducted the former examinations. Generally speaking, the holder of the General Certificate of Education is exempted from the matriculation examinations of the various universities.

A. The Former School Certificate

The examination for this certificate was a "group" examination requiring six subjects which must be passed at the same time.

The certificate had three levels: Pass, Credit, and Very Good.

For University matriculation exemption the requirements were usually five subjects at Credit level.

B. The Former Higher School Certificate

The examination for this certificate was usually taken two years after the School Certificate examination.

Under certain conditions the certificate carried exemption from University matriculation and Intermediate examinations.

It had "Principal" subjects (2 years) and "Subsidiary" subjects (1 year), and was of higher standing than Grade XIII.

Only three subjects were required.

The examination for this certificate was also used for the purpose of selection for award of State and Local Education Authorities' university awards.

For admission to Normal Schools we have been requiring the Higher School Certificate as the equivalent of Grade XIII.

The University of Toronto, however, accepts the School Certificate with Credit standing or better as the equivalent of Grade XIII in the subjects concerned, with the exception of Elementary Mathematics.

C. The General Certificate of Education

1. The examination for the General Certificate of Education, unlike the former School Certificate examination, is not designed to test the general level of form work or to provide a certificate for school leavers, but is intended for those who have continued their studies considerably beyond the statutory minimum school leaving age of 15 and who require really worthwhile credentials, primarily with a view to higher study or professional training.

2. There are two levels: Ordinary and Advanced.

   Ordinary Level

   - is approximately equivalent to the Credit of the former School Certificate.

   Advanced Level

   - is equivalent to the former Higher School Certificate at the "Principal" subject (2 years) level.

   Accordingly it would appear that, in general, the Ordinary level of the General Certificate of Education should be considered equivalent to Grade XIII.

3. The General Certificate of Education may be obtained in one subject at a time.

D. Matriculation Requirements in Terms of the General Certificate of Education

1. For all Universities except Oxford and Cambridge

   - Six subjects, two of which must be at Advanced level:

     English language
     One other language
     Either Mathematics or an approved Science
     Three other subjects.

   (Five subjects, including two at Advanced level, are accepted if three subjects were written at the same time).

2. For Oxford and Cambridge

   Neither Oxford nor Cambridge demands any subjects at Advanced level as the minimum requirements, but it is pointed out that some passes at Advanced level may be needed to secure admission to a college. (c.f. our Third Class Honours).

E. Our Future Evaluations

For admission to Teachers' College and for evaluations made by the Registrar for Schools of Nursing and other institutions below the level of university work, we will be guided by the following:

1. Equivalent of Grade XIII Standing in Eight Papers

(a) - the General Certificate of Education with six subjects at either Ordinary or Advanced level, of which one must be English language,

(five subjects including English language if three of them were taken at the same time).

or

(b) - the former School Certificate with five subjects at Credit level, including English language.

2. Equivalent of Grade XIII Standing in a Specific Paper

(a) - the General Certificate of Education at Ordinary or Advanced level in the subject concerned,

or

(b) - the former School Certificate with Credit standing in the subject concerned, with the exception of Elementary Mathematics.

Note: For all certificates, English language and other languages count as two Grade XIII papers in each case.

F. General Information

The complete file including the requirements of various professional bodies is in Folio 249/52, in the Filing Office.

C A Brown

Registrar.

TORONTO, November 28, 1952

1957-58:18
4,500

49.
~~169~~

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS AND SECRETARIES OF SECONDARY SCHOOL BOARDS

1. Re Methods of Raising School Funds

It seems appropriate at this time to repeat the observation contained in a memorandum dated November 17, 1954.

The Department of Education does not look with favour upon the promotion of the circulation of magazines or other similar commercial ventures in order to supplement school funds. At the time of the above memorandum, we found that the opinion of principals was sharply divided as to the benefits of such schemes. We now repeat the Departmental view, but leave the final decision to the local authorities.

2. Re Memorandum 1957-58:10, Secondary School Principals' Course, Second Session

Principals are requested to draw to the attention of members of their staff the paragraph from the above memorandum which reads

> "Application for the second session of this course must be received by the Department of Education not later than December 31, 1957."

The candidate who passes the oral examination at Easter 1958 will then complete the official Departmental Summer Course application form and submit it to the Deputy Minister of Education. The candidate who was in attendance at the first session in 1957 need not re-apply, but he must complete the official Departmental Summer Course application form and submit it to the Deputy Minister of Education.

3. Re "The Blue Heron"

The Minister of Education is sending to each elementary and secondary school a print of "The Blue Heron", with an accompanying memorandum. It is expected that the mailing will be completed during the next two or three weeks. No additional copies are available.

S. D. Rendall

S. D. Rendall
Superintendent of Secondary Education.

TORONTO, November 29, 1957.

50.

1957-58:19
4,500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS AND
SECRETARIES OF SECONDARY SCHOOL BOARDS

It has been the established policy of the Department of Education for many years that exemption from the classes in Health be granted to pupils whose parents or guardians make written application for the same on the ground that the instruction given conflicts with the religious belief of the pupils concerned. This policy is still in effect.

It is to be understood that the right to this exemption shall not extend to the activity periods. Furthermore, if and when the pupil becomes eligible for a Secondary School Graduation Diploma, he shall be recommended as "Without Physical Education".

C. W. Booth

C. W. Booth
Deputy Minister.

TORONTO, November 29, 1957.

1957-58:20
4500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM FOR SECONDARY SCHOOL PRINCIPALS

RE: COMMITTEES OF SELECTION, PRONVICIAL TEACHERS' COLLEGES

The Minister of Education announces that a Committee of Selection will be established at each Provincial Teachers' College early in 1958. The Principal of the Teachers' College will act as chairman of the Committee, and the members will be drawn from the staff of masters of the Teachers' College, inspectors of elementary schools, and members of the Ontario Teachers' Federation. Each applicant for admission to the Teachers' College will be interviewed by a representative or representatives of this Committee.

Members of the Committee will in due course visit the Secondary Schools, where they will interview prospective applicants for admission to Teachers' Colleges. Arrangements for the date of these visits will be made by the principals of the Teachers' College and Secondary Schools concerned. At the time of these visits, opportunities for individual interviews will also be given to mature persons in the community who hold the academic qualifications for admission to Teachers' College, and are interested in entering the teaching profession.

Each Secondary School Principal is requested to inform the Principal of the Teachers' College in his district on or before February 1, 1958, of the names of students in his school who are interested in entering Teachers' College in September, 1958, and who may have the necessary qualifications for admission at that time. It will be appreciated if you will divide the list of names into two parts, (i) possible applicants for the One-year Course, for which standing in eight Grade 13 papers, including one English paper, is the general academic requirement for admission, and (ii) possible applicants for the Two-year Course for which the Secondary School Graduation Diploma of the General Course with three options is the minimum academic admission requirement. A mutually convenient date will later be arranged for the visit of a representative or representatives from the Committee of Selection. Should a Secondary School Principal have no names to report, he should advise the Teachers' College Principal of that fact by February 1.

The helpful co-operation of Secondary School Principals in this work in past years has been much appreciated by the Committees of Selection.

F. S. Rivers
....
Deputy Minister of Education

TORONTO, December 16, 1957.

1957-58:21
4500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS

Re The Grade 13 Problems Paper

1. With a view to encouraging the study of Mathematics in Ontario secondary schools and stimulating able students to pursue the subject at university, the Canadian Mathematical Congress, which is assisted financially by a grant from the Ontario Department of Education, is considering the establishment of a number of prizes to be awarded across the province on the basis of the results obtained on the Grade 13 Problems paper for 1958. It is hoped that a prize of $50.00 will be offered in each of approximately 20 regions into which the province will be divided, with, in all probability, one or more larger prizes for the province as a whole.

More specific information regarding the proposed prizes will be forth-coming at a later date. Principals and students are asked to refrain from making enquiries regarding the prizes until further reference is made to them in a later Circular of the 1957-58: series.

2. In the meantime, and with the co-operation of Dr. G. DeB. Robinson of the Department of Mathematics of the University of Toronto, who has also been largely instrumental in the above project, a mimeographed copy of solutions to the question on the 1957 Problems paper is being sent to principals with this memorandum. It is requested that this be placed in the hands of the Head of the Mathematics Department or the teacher of Grade 13 Mathematics for his use in the review of the 1957 paper with prospective scholarship or other Departmental candidates. A copy of the 1957 Problems paper is also enclosed.

No additional copies of the examination paper or of the solutions are available.

3. In the past, it has been the practice to mark the Problems answer papers only of those Grade 13 candidates who actually had applied for university scholarships. In view of the announcement contained in paragraph 1, the answer papers of all candidates who write the 1958 Problems paper will be marked, even though some of these pupils may not be scholarship candidates.

The marks obtained on the Problems paper will not be entered on the Grade 13 certificate, but will be made available in due course to the principals concerned. They will not be given by the Department of Education to the candidates.

4. It may be of interest to teachers of Mathematics to know the distribution of the marks obtained by scholarship candidates on the 1957 Problems paper. This was as follows:
(out of a total mark of 100)

0 - 5 = 0
6 - 10 = 7
11 - 15 = 16
16 - 20 = 30
21 - 25 = 38
26 - 30 = 52

31 - 35 = 48
36 - 40 = 37
41 - 45 = 26
46 - 50 = 13
51 - 55 = 5
56 - 60 = 0
61 - 65 = 1
66 - 70 = 2

Highest mark - 67

TORONTO, JANUARY 14, 1958

Superintendent of Secondary Education.

1957-58:22
4500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS

RE PART-TIME MARKING OF CORRESPONDENCE COURSES

During the last few years the Department has followed the plan of having its lessons for Correspondence Courses in Grades 9 to 13 marked outside on a part-time basis by teachers in the secondary schools who have been found to be outstanding in their ability to organize and present the work in their subjects. As the enrolment in the courses grows, the need for markers increases, and secondary school principals in any part of the province are now being asked to inform teachers interested in becoming markers for the Correspondence Courses Branch that they are invited to apply to the Director, Correspondence Courses Branch, 206 Huron Street, Toronto.

It is suggested that principals give this information only to teachers who are considered suitable for this work and likely to be interested in it. Applicants should state the subjects and grades which they prefer. FOR THE PRESENT SCHOOL YEAR TEACHERS OF ENGLISH AND HISTORY ESPECIALLY WILL BE NEEDED. It should be understood that every person applying will not necessarily be appointed. However, their names will be placed on a list from which markers will be selected as they are required. Markers selected are those who know the subject matter thoroughly, who are teaching successfully in the classroom, and who would be in sympathy with the needs of students, generally adults, who are compelled to study by Correspondence when no other method is available. Payment to those appointed will be made on a per-lesson basis.

S. D. Rendall

S. D. Rendall
Superintendent of Secondary Education.

TORONTO, January 8, 1958.

1957-58: 23
5000

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS AND
SECRETARIES OF SECONDARY SCHOOL BOARDS

RE PRIZES TO BE AWARDED BY THE CANADIAN MATHEMATICAL CONGRESS

1. A preliminary announcement was made in Memorandum 1957-58:21 dated January 14, 1958, regarding a number of **cash prizes which the** Canadian Mathematical Congress is offering this year to Grade 13 pupils across the province. These prizes are intended to stimulate an interest in the study of higher mathematics and to reward pupils who show promise of outstanding mathematical ability as indicated by their work on the Departmental Grade 13 Problems paper to be written in June, 1958. This memorandum gives further details regarding this experiment.

2. The competition is open to all bona fide day-time students who have been in regular attendance in the public or private secondary schools of Ontario during the school year 1957-58.

3. A prize of $50 is offered for competition among the pupils attending the secondary schools in each of twenty geographical areas of the province defined in paragraph 6. In addition, three prizes of $50 each will be awarded on a province-wide basis. One of these may be held by a candidate whether or not he has obtained an area award.

4. The winners will be selected on the basis of their marks on the Problems paper for 1958. In general, a prize will be awarded to the candidate who stands highest among those writing from the public or private secondary schools located within a particular area. However the Awards Committee acting for the Canadian Mathematical Congress will have final authority. In their sole discretion they may withhold the award in an area where no candidate has obtained a reasonably high mark and may transfer it to an especially deserving candidate from another area.

5. No special application is necessary. All pupils writing the Problems paper will automatically be considered candidates for the various prizes.

6. The areas into which the province is divided for purposes of this competition are as follows (the numbers refer to the Districts of the O.S.S.T.F.):

1. Districts #1 and #17
2. District #2, northern section, including Forest, London, Norwich

3. District #2, southern section, including Sarnia, Strathroy, Tillsonburg
4. District #3
5. Districts #4 and #5
6. Districts #6 and #14
7. Toronto City west of Yonge Street
8. Toronto City east of Yonge Street
9. Acton, Brampton, Cooksville, Erin, Georgetown, Lorne Park, Milton, Oakville, Port Credit, Streetsville
10. Etobicoke, Mimico, New Toronto, Weston, York Township
11. East York, Forest Hill, Leaside, North York
12. Aurora, Markham, Newmarket, Port Perry, Richmond Hill, Scarborough, Stouffville, Sutton, Thornhill, Uxbridge
13. District #9
14. District #10
15. District #11, western section, including Ottawa, Eastview
16. District #11, eastern section, including Iroquois, Metcalfe, South Mountain
17. District #12, with the exception of Cochrane, Hearst, Iroquois Falls, Kapuskasing, Smooth Rock Falls
18. District #13, together with the northern portion of #12 as above
19. District #15
20. District #16

S. D. Rendall
Superintendent of Secondary Education.

TORONTO, February 4, 1958.

1957-58:25
5000-57-4372

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS
SECRETARIES OF SECONDARY SCHOOL BOARDS

Re Marking of Attendance for June, 1958

The Minister is concerned that the time-table of the Grade 13 Departmental examinations shall not be used as an excuse for curtailing the amount of classroom instruction carried on in secondary schools during the month of June. For this reason he has directed that the papers taken by the great majority of the candidates shall not be written before Monday, June 16. It is possible that in spite of every effort by the Registrar and his staff to expedite the work, this change in timing may result in some unavoidable delay in the announcing of the examination results. However, it is believed that the extension of the effective school year is sufficiently important to justify any inconvenience so caused.

Section 5(d) of The Department of Education Act, 1954, reads as follows: "For the purpose of calculating legislative grants, the Minister may add to the actual aggregate attendance of a school the number of days' attendance lost by pupils who were absent from school in the month of June when their regular classroom work was discontinued because of the holding of examinations which they were not required to write."

In order to ensure uniformity in procedure, and to enable Boards to receive the full grant to which they are entitled under the above-mentioned section, all those concerned are directed to conform to the plan outlined below.

1. Only those pupils who are in actual daily attendance up to and including June 13, 1958, or who are on work experience under Examination Circular 40 dated February 15, 1958, distributed to Vocational School Principals only, shall be marked present in the Daily Register of Attendance.

2. Except as provided in paragraph 4 below, all final examinations in Grades 9 to 12 inclusive shall take place after June 13, 1958, on such dates as the Principal may determine, and each pupil of Grades 9 to 12 inclusive who writes these examinations shall be marked with a "G" in the Daily Register of Attendance for each school day from June 16 to June 27, 1958, inclusive.

3. Each pupil of Grades 9 to 12 inclusive who has been in regular attendance up to and including June 13, 1958, and who may be excused from examinations because of superior standing during the school year, shall be marked with a "G" in the Daily Register of Attendance for each school day from June 16 to June 27, 1958, inclusive.

4. In those schools where no pupils are excused by virtue of recommendation from writing the Grade 12 subjects or the Diploma subjects of Grade 11, school examinations in such subjects may be held during the week of June 9. Each pupil who writes these examinations shall be marked with a "G" in the Daily Register of Attendance for each school day on which these examinations are held.

[OVER]

5. Each pupil who writes one or more Grade 13 Departmental examination papers shall be marked with a "G" in the Daily Register of Attendance for each school day from June 10 to June 27, 1958, inclusive.

Note 1: Principals should question very carefully the wisdom of excusing even the ablest pupils of Grade 12 from writing the final examinations unless, of course, they are on work experience under Examination Circular 40 referred to in paragraph 1. The results of these examinations are useful to the Principal in arriving at his recommendations for the Secondary School Graduation Diploma, and the experience is most valuable to the pupil who contemplates writing the Grade 13 Departmental examinations.

Note 2: All teachers are expected to be available for any such duties as Principals may assign them up to and including June 27, 1958. If only from the standpoint of good public relations, observance of this requirement should commend itself to all members of the teaching profession.

C. W. Booth
Deputy Minister of Education

Toronto, January 31, 1958

1957-58:26
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ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS AND
SECRETARIES OF SECONDARY SCHOOL BOARDS

Re Endorsement of the Interim High School Assistant's Certificate, Type B, or the Permanent High School Assistant's Certificate

The understanding regarding the academic requirements for admission to the courses and examinations at the Ontario College of Education leading to the Interim High School Assistant's Certificate, Type A, recently arrived at between the various Ontario universities and the Department of Education, makes possible a further step in the encouragement of secondary school teachers to improve their qualifications and status. Information has already reached the schools regarding the procedure by which a teacher may earn academic credits through the successful completion of suitable university courses in his special field. Many of these courses will, it is anticipated, be made available during the coming and subsequent summers through the co-operative effort of the various Ontario universities.

A pamphlet, available from the Ontario College of Education, also sets out the number of credits from approved academic courses taken either before or after university graduation which are required as academic preparation for the Type A Certificate in any particular subject. It is hoped that many secondary school teachers will take advantage of this method of raising their professional qualifications from Type B to Type A. Some have already signified their intention of embarking on this undertaking.

It is natural, however, that not a few teachers, for one good reason or another, will feel that the successful completion of such a course is beyond their expectations. In order to provide a more readily obtainable intermediate objective, this Department has undertaken to endorse an Interim High School Assistant's Certificate, Type B, or a Permanent High School Assistant's Certificate upon the submission by the teacher concerned of university transcripts of approved courses to a total of 15 credits, that is, 5 courses of 3 lecture hours each for the academic year, or their equivalent.

As soon as a teacher has progressed to this point, he may submit his certificate and his university transcripts to the Dean of the Ontario College of Education who, if the credits earned comply with the requirements laid down, will recommend the endorsement of the certificate by the Minister.

W. J. Dunlop
Minister of Education.

TORONTO, January 28, 1958.

1957-58: 27

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM FOR COMMITTEES OF SELECTION
PRINCIPALS OF SECONDARY SCHOOLS

Re August Grade 13 Departmental Examinations, 1958

1. This memorandum is for the information of Committees of Selection and Principals of Secondary Schools when the August Grade 13 Depsrtmental Examinations are being discussed with prospective applicants for admission to Teachers' Colleges.

   The memorandum does not purport to deal with any other phases of the work of Committees of Selection.

2. This memorandum deals with pupils in Grade 13 who hope to enter the One-year Course at a Teachers' College in September, 1958, and who may wish to write August Grade 13 examinations.

   A pupil who can hope to be eligible only for admission to the Two-year Course at a Teachers' College is not eligible to write in August.

3. Full information regarding persons who are eligible to write the August examinations will be found in

   Exam. Instructions No. 5, Regulations for
   Grade 13 Departmental Examinations,
   and
   General Announcement of Summer Courses, 1958.

   These publications will be sent to the schools in March or April.

4. A copy of the August time-table accompanies this memorandum. It should be noted that the examinations commence on Saturday, August 16, and that the only centres for the examinations for Southern Ontario will be those listed. It is possible that the results of the June examinations may not be released before that date.

Departmental officials cannot undertake to release the June results to individual candidates; the results must be obtained through the office of the school principal.

There may be cases where candidates will have to write one or more August papers before they know whether they have passed those papers in June.

5. It should be noted that an otherwise eligible candidate who is now in Grade 13 may not write in August unless his application for admission to Teachers' College has been received at the Department of Education.

6. A prospective applicant for admission to Teachers' College who thinks that he may have to write one or more Grade 13 papers in August should

   (a) obtain from the Deputy Minister an application form for admission to Teachers' College (Form 631 for the University of Ottawa Teachers' College, Form 630 for other Teachers' Colleges) and send the completed form to the Deputy Minister before August 1,

   (Note that the application should not be delayed because the applicant has not received his Grade 13 certificate. The certificate may be sent in by the applicant at a later date).

   (b) obtain from the Deputy Minister an application form for permission to write the August examinations (Exam. Form 126, on yellow paper) and send the completed formto the Deputy Minister before August 1.

7. Applications for permission to write the August examinations will not be acknowledged. However, any applicant who is not eligible to write will be notified.

C. W. Booth

TORONTO, February 28, 1958.

Deputy Minister.

1957-58:28
4,500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS AND
SECRETARIES OF SECONDARY SCHOOL BOARDS

Re: Ratings on Applicants for Teaching Positions

The following suggestions are made in order that ratings on applicants for teaching positions may be given as expeditiously as possible to accredited representatives of Secondary School Boards.

1. All requests by telephone should be made to Empire 3-1211, local 2-2774. The person placing the call should give his name, position, address, and telephone number. The list of applicants submitted should be arranged alphabetically and should indicate the school at which each teacher is now employed or was last employed. Separate lists should be presented for (a) assistant teachers, and (b) principals, vice-principals, or heads of departments. Ratings cannot readily be given on teachers who left the profession more than three years ago, since their names do not appear on our current files.

2. All inquiries will be answered by collect telephone calls as soon as the necessary information can be assembled.

3. In view of the fact that thousands of inquiries are being received, only one call should be made regarding any list of applicants, and only the names of the most suitable applicants should be submitted. It will help greatly if a preliminary reduction of the list to five or six names has been made. Replies will, of necessity, be limited to general terms, such as, outstanding, excellent, very good, good, fairly good, unsatisfactory. More detailed comments may be made on applications for the position of Principal, Vice-Principal, or Head of Department.

4. It is essential that all information given be treated in the strictest confidence, and it is understood that no ratings will be requested except for positions which have been advertised.

Note: Requests for ratings on teachers-in-training should be made at the Ontario College of Education.

S. D. Rendall

S. D. Rendall
Superintendent of Secondary Education.

TORONTO, February 25, 1958.

1957-58:29
4,500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS
AND SECRETARIES OF SECONDARY SCHOOL BOARDS

1. University of Alberta-Carnegie Corporation Research Fellowships

The University of Alberta in conjunction with the Carnegie Corporation of New York announce two research fellowships, each of a value of $2,500.00, and a third of a value of $1,500.00, for graduate study in Education at the University of Alberta. The fellowships will be awarded on the basis of academic and professional achievement, and will be used to finance graduate study leading to the M.Ed. or Ph.D. degree. Information concerning the programmes for these degrees may be obtained from the Dean, Faculty of Graduate Studies or the University Registrar. Applications accompanied by transcripts of academic record and the names of three suitable references should be sent before the 15th of April to The Dean, Faculty of Education, University of Alberta, Edmonton, Alberta.

2. National Wild Life Week

Since conservation of our natural resources is the central theme of National Wild Life Week, created by an Act of the House of Commons on April 18, 1947, and to be held this year from April 6 to 12, your co-operation is invited in bringing to the attention of the pupils of secondary schools the significance of this institution.

3. Statements for the Superannuation Commission from Teachers Leaving the Profession

It is suggested that secondary school teachers who have left the profession and who wish to withdraw their superannuation contributions should obtain the letter certifying to this fact, which is required by the Superannuation Commission, from the Principal of the last school in which they served, rather than from the Secondary School Inspector concerned. This procedure meets with the approval of the Superannuation Commission.

S. D. Rendall
Superintendent of Secondary Education.

TORONTO, March 3, 1958.

1957-58:30
4500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF PUBLIC AND PRIVATE SECONDARY SCHOOLS

Re Trial Run of Standardized Tests for Grade 12 Pupils of the General Course

At the present time the chief influence promoting province-wide uniformity in standards of achievement in secondary schools is that of the Grade 13 Departmental examinations. These not only exert a unifying force at the Grade 13 level but induce a considerable measure of agreement, particularly in the General Course, as to acceptable standards of graduation from Grade 12.

It is almost inevitable, however, that among the 400 or more publicly-supported and independent secondary schools of the province there should exist considerable diversity in the standard of achievement required of pupils recommended for the Secondary School Graduation Diploma.

While it is recognized that any return to the old system of Departmental "Middle School" examinations is impracticable and probably undesirable, yet there is a distinct impression in the minds of many who have considered the problem that it would be worthwhile to attempt to facilitate some sort of uniform province-wide standard through a limited number of suitable objective-type aptitude and achievement tests administered toward the end of Grade 12.

This Department, therefore, with the co-operation of the Department of Educational Research of the Ontario College of Education, is undertaking a "trial run" of such a nature toward the close of this school year, and solicits the co-operation of secondary school principals and their Grade 12 pupils who may be interested in participating in the experiment.

It is hoped that, from the schools volunteering to assist in this project, there may be obtained at least 1000 pupils of the Grade 12 General Course who will sit for a two-hour Scholastic Aptitude Test on Tuesday, April 15, and two one-hour Achievement Tests in English (Mechanics of Expression) and Chemistry, respectively, on Wednesday, May 14. These tests will be prepared and marked under the supervision of the Department of Educational Research of the College of Education. All that is asked of the principals and teachers is that suitable arrangements be made for their writing.

It is hoped that the pupils' results will be communicated to their principals in time to be useful in discussions regarding recommendations for graduation diplomas as well as eligibility for admission to Grade 13.

Principals who are willing to participate in this experiment are asked to inform this Department as soon as possible, addressing their communications to the Registrar. Since not more than about 1000 pupils can be accepted, preference will be given to those schools which are heard from first.

C. W. Booth

C. W. Booth
Deputy Minister of Education.

TORONTO, March 6, 1958.

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ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS
ELEMENTARY SCHOOL INSPECTORS

Re Summer Courses, 1958

1. The following Departmental Summer Courses will be offered in 1958.

Agriculture: Intermediate Part I, at Guelph
Art: Elementary, Intermediate, Supervisor's, Specialist's, at Toronto
Elementary, at North Bay
Audio-Visual Methods: at Toronto
Auxiliary Education: Elementary, Intermediate, Specialist's, at Toronto
Elementary, at Sault Ste. Marie
Commercial Subjects: at Toronto
Grade 13 Subjects: at Ottawa and Toronto
Guidance: Elementary, Intermediate, Specialist's, at Toronto
High School Assistant's, Type B: at Toronto
Home Economics: Elementary Parts I and II, Intermediate Part II, at Toronto
Industrial Arts: Elementary Type B, Parts I and II, Specialist's Parts I, II,
III, at Toronto
Intermediate Education: for Teachers of Grades 7 and 8, at Toronto
Junior Education: at Toronto and Windsor
Music: Vocal, for Elementary Schools:
Elementary Type B, Intermediate Type B, Supervisor's, at Toronto
Elementary Type B, Intermediate Type B, at Ottawa
for Secondary Schools:
Elementary Type A, Intermediate Type A, Specialist's, at Toronto
Instrumental: Elementary, Intermediate, Specialist's, at Toronto
Physical and Health Education:
Secondary School Men and Women: Elementary Type A, Intermediate Type A, Specialist's, at Kingston
Elementary School Men and Women: Elementary Type B, Intermediate Type B, Supervisor's, at Hamilton
Elementary Type B, at Ottawa
Primary Methods: Parts I and II, at Fort William, Hamilton, London, Ottawa, Toronto
Primary Education, Course III: at Toronto
School Librarianship: Elementary, Specialist's, at Toronto
Secondary School Principals: Part II, at Kingston

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Teaching the Deaf: Part III, at Toronto
Teaching of English as a Second Language: at Toronto
Vocational Courses: at Toronto

Refresher Courses:

- Art, at Toronto
- Music, at Toronto
- Physical and Health Education
  - for Secondary School Men, at Lake Couchiching
  - for Secondary School Women, at Kingston
- Elementary School Principals' Leadership Course, at Guelph

2. Copies of the General Announcement of Summer Courses and of the Application Form will be sent to the schools in the near future.

3. The attention of Secondary School teachers is drawn to the summer courses being offered by the Universities of Ontario, at the request of the Minister, to enable teachers to improve their academic background. These courses lead to the Type A certificate and to the new Endorsed High School Assistant's Certificate, Type B. Information regarding the courses may be obtained from the Registrars of the Universities.

C. W. Booth

Deputy Minister.

TORONTO, March 18, 1958.

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1957-58:32
4500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF PUBLIC AND PRIVATE SECONDARY SCHOOLS

RE RESPONSE TO MEMORANDUM 1957-58:30

This memorandum is to express the thanks of the Department for the prompt and general response to the request for co-operation in a trial run of standardized tests for Grade 12 pupils of the General Course. Already offers have been received from far more schools than can be brought into the experiment.

A selection is now being made in order to have a representative sampling and at the same time include as many as possible of those schools which responded so promptly.

The Principals of the schools selected will be notified of the choice and informed regarding further details of the experiment within a few days.

C. W. Booth

Deputy Minister.

TORONTO, March 24, 1958.

1957-58:33
4,500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS AND
SECRETARIES OF SECONDARY SCHOOL BOARDS

RE ONTARIO HOSPITAL ASSOCIATION POSTERS AND
"HOSPITAL CAREERS" BOOKLETS

This year the Ontario Hospital Association has prepared an interesting series of four posters under the caption "Man Against Disease" to be distributed to all secondary schools throughout Ontario. Each poster lists the hospital careers open to young people, and includes a picture with a very brief biographical sketch of someone who has made a great contribution to the field of health care. The Ontario Hospital Association hopes that the rotation of the posters on the various boards throughout each school will call attention to the opportunities for useful careers which are offered in connection with hospital work. The Department of Education feels that these posters will be of interest to young people in our schools.

For detailed information regarding hospital careers, each school will receive a token supply of the booklet "Hospital Careers", which can be distributed to interested students. This material will be mailed directly to secondary schools so that they will reach your school at the beginning of the spring term or as soon after as possible. If your supply of "Hospital Careers" booklets is insufficient, you may obtain more by addressing your request directly to the Ontario Hospital Association, Toronto 7.

S. D. Rendall

S. D. Rendall
Superintendent of Secondary Education.

TORONTO, April 15, 1958.

PROVINCE OF ONTARIO

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